



NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

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REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF HONEY SUCKER SERVICES FOR A PERIOD OF 12 MONTHS.

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF HONEY SUCKER SERVICES FOR A PERIOD OF 12 MONTHS

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	26 August 2021
RFQ NUMBER	NLM/TS/ASPPTS/2021/2022
DESCRIPTION OF GOODS/SERVICE	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF HONEY SUCKER SERVICES FOR A PERIOD OF 12 MONTHS
CLOSING DATE AND TIME:	03 September 2021 AT 12H00
ENQUIRIES	060 973 8676/ ndikis@ntabankulu.gov.za – Mr. S Ndiki Technical Enquiries or 082 786 0772 /mdudio@ntabankulu.gov.za O. Mdudi-SCM Related,

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

TERMS OF REFERENCE ARE AVAILABLE ON THE MUNICIPAL WEBSITE OR MAY BE COLLECTED FROM THE SCM OFFICE DURING OFFICE HOURS.

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

Original Tax Clearance Certificate or SARS Pin number certificate	
MBD 4: Declaration of Interest, must be signed between the opening and closing date	
MBD 9: Certificate of Independent Bid Determination, , must be signed between the opening and closing date	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice , must be signed between the opening and closing date	
Copy of BBBEE certificate	
Certified ID Copy/s of company directors	
A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
Signed Quotation and must be valid for 90 days.	
Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.	
All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	

NB: No quotations will be considered from persons in the service of the state

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain

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Management Unit.

4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices and must be valid for 90 days.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked **"Appointment of service provider for provision of honey sucker services for a period of 12 months"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager


Recommended by



X.N.Venn

CFO

Approved by



L Nonyongo

Municipal Manager



**TERMS OF REFERENCE FOR EMPTYING OF SEPTIC TANKS/HONEY SUCKER SERVICES
AND UNBLOCKING OF ABLUTION FACILITIES IN ALL MUNICIPAL SITES FOR PERIOD
OF TWELVE (12) MONTHS, AS AND WHEN NEEDED.**

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1. Introduction and Background

Ntabankulu Local Municipality is calling upon experienced, competent and qualified service providers for emptying septic/conservancy tanks and unblocking of ablution facilities as and when needed in all municipal sites (Erf 85, Library, state house, Traffic department, Craft Centre, Tuck shop and MPCC.

2. Scope of Work

- Evacuate or suck wastewater from conservancy/septic tanks and dump it in Mount Aylif disposal site.
- Unblock ablution facilities and clean on completion

3. Agreement

The services will be rendered in accordance with the set deliverables in Service Level Agreement (SLA) that will be entered to by the Municipality and a successful bidder.

4. Financial Arrangements

- Payments for services rendered shall be made upon receipt of appropriate invoices or pro-forma invoice.
- Payment is made within thirty (30) days from the date of receipt of invoice by the municipality.

5. Specification in respect of emptying of septic tanks/honey sucker services and unblocking of ablution facilities

- Service providers are invited to quote for evacuating/emptying conservancy or septic tanks which comprise of
 1. Evacuating/sucking wastewater from Municipal sites conservancy/septic tanks as and when needed and dump it to dumping site in Mount Aylif.

2. Unblock ablution facilities and clean on completion as and when needed in all municipal sites.

Item	Site	Size	No. of loads / 8000l
1	Erf 85	250m ³ (10x5x5m)	31
		23m ³ (4.6x2.2x2.3m)	3
		88m ³ (4.4x10x2m)	11
2	Traffic Department	51m ³ (4.9x3.5x3m)	6
3	Library	223m ³ (15.5x4.3x3.5m)	29
4	Public Toilets	66m ³ (6.7x3.3x3m)	8
5	State House	12m ³ (2x2x2m)	2
6	Tuck Shop (Next to Boxer store)	16m ³ (2x2x4m)	2
	Total	729m³	92

6. Supplier Qualification Criteria Must Consist of all the Following Compulsory Registration

Area of evaluation	Points allocated
1. EXPERIENCE <ul style="list-style-type: none"> Attach appointment letters for provision of honey sucker services or related service 5 points per appointment letter to maximum of 15 points 	15 points
2. COMPANY ORGANOGRAM <ul style="list-style-type: none"> Company profile – 5 points Contactable references – 5 points Attach a proposed organogram – 5 points 	15 points
3. SCHEDULE OF PLANT AND EQUIPMENT <ul style="list-style-type: none"> Attached proof of ownership of the wastewater trucks - 40 points List of tools and equipment for the unblocking services -30 points 	70 points

7. Service Provider`s Requirements

- Company registration documents

- Proof of registration with CSD
- VALID SARS TAX PIN

8. Instruction for Supplying Pricing Information

- You are requested to submit a breakdown of your pricing and cost components for your services set out by the NLM

9. Submission of bids

Bids must be submitted in English.

All bids must be received before the deadline specified in the tender invitation to bid.

The envelope should carry the following information

- a) The address for submission of bid is indicated below
- b) The Project name and project number in which the bidder is responding to

Any infringement of these rules (e.g unsealed and not clearly marked envelope) is to be considered a breach of the rules, and will lead to rejection of the bid.

10. Costs for preparing the bids

No cost incurred by the bidder in preparing and submitting the bid shall be reimbursed.

All such costs of preparing the bid shall be borne by the bidder.

11. Evaluation of bids

11.1 Evaluation of Technical Offers

The quality of each technical offer will be evaluated in accordance with the evaluation criteria and the associated weighting as detailed in this bid document. No other award criteria will be used. The evaluation criteria will be examined in accordance with the requirements as detailed in the terms of reference.

11.2 Presentation/Adjudication

The Bid Evaluation Committee may call for presentation by the short-listed bidders, after having established its written provisional conclusions but before concluding the technical evaluation.

The date and time of any such presentation will be confirmed or notified to the short-listed bidders at least seven days in advance. If a bidder is prevented from attending presentation by force majeure, a mutually convenient alternative appointment may be arranged with the bidder.

If the bidder is unable to attend this second appointment, its bids will be eliminated from the evaluation process.

11.3 Evaluations of Financial Offers

The financial offer will be evaluated after evaluating the technical offer

11.4 Confidentiality

The entire evaluation procedure from the drawing up of the short-list to the signature of the contract, is confidential. The evaluation/adjudication committee's decisions are collective and its deliberations are held in closed sessions. The members of the evaluation/adjudication committees are bound to secrecy.

The evaluation reports and written records in particular are for official use only and may be communicated to neither the bidders nor to any party other than the contracting authority.

12 Ethics Clauses/Corruptive Practices

- a) Any attempt by a bidder to obtain confidential information, enter into lawful agreements with competitors or influence the evaluation/adjudication committee or the contracting authority during the process of examining, clarifying, evaluating, comparing and adjudication bid will lead to the rejection of its bid and may result in administrative penalties.
- b) The bidder must not be affected by any potential conflict of interest.
- c) Ntabankulu Local Municipality reserves the right to suspend or cancel funding to this project, if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract if the contracting authority fails to take all appropriate

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measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act related to the award of a contract or implementation of a contract already concluded with the contracting authority.

- d) Bids will be rejected or contract terminated if it emerges that the award or execution of a contract has given rise of unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any identified or commissions paid to a company which has every appearance of being a front company.

Failure to comply with one or more of the ethics clauses may result in the exclusion of the bidder or contract from other community contracts and in penalties.

13 Cancellation of the Bid Procedure

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the contracting authority. If the bid procedure is cancelled before the envelopes of any bid has been opened, the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur when

- The bid procedure has been unsuccessful, ie no qualitatively or financially worthwhile bid has been received or there is no response at all
- The economic or technical data of the project has been fundamentally altered
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible.
- All technically complaint bids far exceed the financial recourses available
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

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In no event shall the contracting authority be liable for any damages whatsoever including, with out limitation, damages for loss of profits , in any way connected with the cancellation of a bid even if the contracting authority has been advised of the possibility of damages.

The publication of a procurement notice does not commit the contracting authority to implement the programme or project announced.

Prepared by: Mr. PL Mpendulo



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Technical Services Director

Approved by: L Nonyongo



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Municipal Manager