



BID NOTICE AND INVITATION TO BID

BID NO: NLM/CS/SDIMOMEMO/2022/2023

SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR OFFICES AND REMOVAL OF THE EXISTING MODULAR OFFICE

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider that will supply, deliver and installation of Modular Offices and Removal of the Existing

Modular Office.

A detailed specification will be attached to the tender document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session. A non-refundable cash payment of R200.00 is required upon collection of the tender document. EFT payments can also be made to the Municipality on the following details:

- Account Name: Ntabankulu Local Municipality
- Cheque Account Number: 62233334250 (First National Bank)
- Branch Code: 250035
- Reference: SDIMOMEMO & Company Name

A compulsory briefing meeting/session has been scheduled for 12 April 2023 at 10H00, at Ntabankulu Local Municipality main boardroom.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked.

“SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR OFFICES AND REMOVAL OF THE EXISTING MODULAR OFFICE, BID NO: NLM/CS/SDIMOMEMO/2022/2023” in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on the 20th April 2023, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. Under no circumstances will late tenders be accepted.

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the bid document:

- Valid SARS Tax compliance pin
- MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)
- Proof of company registration
- Original Certified ID copies for the entity owner/s
- Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit
- NB. All certification must not be more than 3 months old and must be in its original format.

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionality assessment of 70% will be considered non-responsive and not evaluated further.

Stage 1 Technical or Functionality Evaluation

- 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.
 - All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non-registration will be regarded as non-responsive and be disqualified from the bid.
 - NB. Tender documents must be filled/completed in its original format; no copies will be accepted.
- Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.

| Area of evaluation | Points allocated |
|--|------------------|
| Communication Business entity establishment (Company profile with clear business address, contact person and contact details) | 10 points |
| Relevant entity experience Proof of Relevant Experience such as Appointment Letters, Completion certificates with traceable/contactable references <ul style="list-style-type: none"> • Four Traceable references = 30 points • Three Traceable references = 25 points • Two Traceable references = 20 points • One Traceable reference = 10 points • No Traceable reference = 0 points | 30 points |
| Methodology Indicate your capacity to deliver correct goods to Ntabankulu Local Municipality. (Quality Assurance) confirmation letter from the supplier/manufacturer attaching the South African Bureau Standards certificate of approval/quality of the goods to be supplied. (10) -How will goods be delivered to Ntabankulu Local Municipality sites (delivery and equipment) (5) Indicate how your company will communicate with the municipality from order date to delivery date; clear contact details of the company, consultant/person responsible for this project (telephone, email address, fax number (optional)), physical and postal addresses of the company. (5) | 20 points |
| Defect Liability Attach a detailed plan of how will the service provider deal with defects appearing to the property within a period of (six) 6 months from the date of installation. The plan should clearly state that an amount equal to 5% of the total cost will be | 10 points |

| | |
|------------|---|
| | withheld by the municipality and will be released after six (6) months only if there are no defects or after the defects have been attended to by the service provider. (A bidder failed to include will be disqualified) |
| 30 points | Confirmation letter Confirmation letter from supplier/manufacturer attaching the South African Bureau Standards certificate of approval/quality of the goods to be supplied |
| 100 points | |

Stage 2: Price and Specific Goals

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|---|
| Business owned by =>50% black people | 7 | | | |
| Business owned by <50% black people | 3 | | | |
| Business owned by =>50% women | 2 | | | |
| Business owned by <50% women | 1 | | | |
| Business owned by =>50% Youth (age <= 35 years on the closing date) | 3 | | | |
| Business owned by <50% Youth (age >35 years on the closing date) | 1 | | | |
| Business owned by People with Disability / Military veteran | 2 | | | |
| Small Enterprise (SME Category – QSE/EME | 3 | | | |
| Promoting Locality - Business located within Ntabankulu | 3 | | | |
| Promoting Locality - Business located in Alfred Nzo District | 1 | | | |

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to Ms. Z Komanisi at 076 464 7161 or komanisiz@ntabankulu.go.za or Mr O. Mdudi at mdudio@ntabankulu.go.za or 082 786 0772 during office hours i.e. between 08h00 and 16h30.

Requested by



Z. Komanisi

Bid Specification Chairperson

Recommended by



X.N. Venn

Chief Financial Officer

Approved by



M. Pinyana

Acting Municipal Manager