



BID NOTICE AND INVITATION TO BID
BID NO: NLM/FMS/ AVEBDPRDLS /2024/2025

ACTUARIAL VALUATION OF EMPLOYEE BENEFITS AND DETERMINATION OF PROVISION FOR REHABILITATION AND CLOSURE OF LANDFILL SITE FOR A PERIOD OF 36 MONTHS.

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider that will provide services for Actuarial Valuation of Employee Benefits And Determination of Provision for Rehabilitation And Disclosure of Landfill Site for a period of 36 months.

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 **R500.00** 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)
- **Brach Code:** 250035
- **Reference:** AVEBDPRCLS & Company Name

A **compulsory briefing meeting/session** has been scheduled for the **12th of May 2025** 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, **"Actuarial Valuation of Employee Benefits And Determination of Provision for Rehabilitation And Disclosure of Landfill Site for a period of 36 months BID NO: NLM/FMS/ AVEBDPRCLS /2024/2025"** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 23rd May 2025**, 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 BBEE Verification Certificate, or original sworn affidavit
- **NB. All certification must not be more than 3 months old and must be in its original format.**
- Proof of municipal rates clearance for the company and director of the company or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based.
- 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. Central Supplier Database report must be submitted.

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.

Stage 1 Technical or Functionality Evaluation

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

Total Score:

| Area of evaluation | Points allocated |
|--|-------------------------|
| <p>Relevant Experience</p> <p>Appointment letters and proof of project completion/closeout report for each relevant project (actuarial valuation of employee benefits and determination of provision for rehabilitation and closure of landfill site) completed. NB. Must have performed actuarial valuation of employee benefits and determination of provision for rehabilitation and closure of landfill site for the MUNICIPALITIES.</p> <ul style="list-style-type: none"> • 4 Appointment letters and proof of project completion/closeout report and above = 20 points • 3 Appointment letters and proof of project completion/closeout report = 15 points • 2 Appointment letters and proof of project completion/closeout report = 10 | <p>20 points</p> |

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| <p>points</p> <ul style="list-style-type: none"> • 1 Appointment letter and proof of project completion/closeout report = 05 points • No traceable reference submitted = 00 points | |
| <p>Methodology:</p> <ul style="list-style-type: none"> • A detailed and comprehensive proposal clearly stating how the project will be executed, with clear deliverables and time frames = 20 points • A detailed and comprehensive proposal clearly stating how the project will be executed, with clear deliverables = 15 points • A detailed and comprehensive proposal clearly stating how the project will be executed = 10 points • No detailed and comprehensive proposal = 0 points | <p>20 points</p> |
| <p>Project team:</p> <p>Personnel that will be performing actuarial valuation of employee benefits and determination of provision for rehabilitation and closure of landfill site with their CV's and certified copies of relevant academic certificates as follows:</p> <ul style="list-style-type: none"> • CV and proof of degree in Environmental Sciences = 3 points • CV and proof of degree in Civil Engineering = 3 points • CV and proof of degree in Actuarial Sciences = 4 points | <p>10 points</p> |
| <p>Expertise:</p> <p>Certified copies of registration with relevant professional bodies.</p> <ul style="list-style-type: none"> • Proof of registration with the Actuarial Society of South Africa (ASSA) = 10 points • Proof of registration with the South African Council for Natural Scientific Professions (SACNASP) = 10 points • Proof of registration with the Institute of Waste Management of Southern Africa (IWMSA) = 10 points • Proof of registration with the Engineering Council of South Africa (ECSA) with a clear number from the Organization. <p style="text-align: right;">= 10 Points</p> | <p>50 points</p> |

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| • Proof of registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA) = 10 Points | |
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| TOTAL | 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 | | 4 | | |
| OR Business owned by <50% black people | | 1 | | |
| Business owned by =>50% women | | 3 | | |
| OR Business owned by <50% women | | 1 | | |
| Business owned by =>50% Youth (age <= 35 years on the closing date) | | 5 | | |
| OR Business owned by <50% Youth (age >35) | | 3 | | |

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| years on the closing date) | | | | |
| Business owned by People with Disability / Military veteran | | 2 | | |
| Small Enterprise (SMME Category – QSE/EME | | 2 | | |
| Promoting Locality - Business located within Ntabankulu | | 4 | | |
| OR Promoting Locality - Business located in Alfred Nzo District | | 3 | | |
| OR Promoting Locality - Business located in Eastern Cape | | 2 | | |
| OR Promoting Locality - Business located in South Africa | | 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 **Mrs. N Mhlutshwa** at **083 461 8898** or **qegwana@ntabankulu.gov.za** or **Mr O. Mdudi: Manager Supply Chain** at **mdudio@ntabankulu.gov.za** or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

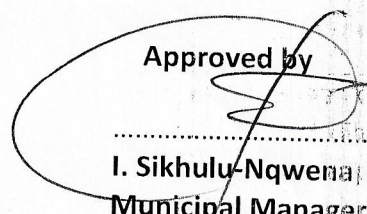
Requested by


 N. Mhlutshwa
 BSC Chairperson

Recommended by


 M. Mhlifili
 Chief Financial Officer

Approved by


 I. Sikhulu-Nqwana
 Municipal Manager