



**Physical Address:** No. 01 Seller Street | Nqanqarhu | 5480

**Postal Address:** P.O. Box 1 | Nqanqarhu | 5480

**Tel:** 045 9328100 | **Fax:** 045 9321094 | **Facebook:** @Elundini Local Municipality | **Twitter:** @ElundiniLM | **YouTube Channel:** @Elundini Local Municipality | **Instagram:** @elundini\_lm

**TENDER NOTICE AND INVITATION TO TENDER**

The Elundini Local Municipality is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Technical Enquires contacts
Provision of Free Basic Alternative Energy	ELM-2/044/2022-2023	Ms N. Bilitane -Jokazi Tel. 045 932 8219 E-mail: nonzameb@elundini.gov.za
Supply and Delivery of Personal Protective Clothing	ELM-2/045/2022-2023	Ms P. Masekwana Tel. 045 932 8216 E-mail: phumzam@elundini.gov.za
Supply and Delivery of Super Cab LDV	ELM-3/052/2022-2023	Mr M. Zwakala Tel. 045 932 8261 E-mail: mzolisiz@elundini.gov.za
<b>RE-ADVERTISEMENT</b> Supply and Delivery of Medium Voltage and Low Voltage Electrical Materials, Tools, Equipment and Meters	ELM-3/011/2022-2023	Mr M. Zwakala Tel. 045 932 8216 E-mail: mzolisiz@elundini.gov.za

1. To supply and delivery Free Basic Alternative Energy in a form of Gel Stoves, Gel, Oil Lamp and Oil to Nqanqarhu Municipal offices for the period of three (3) years.
2. A panel of one (1) to five (5) qualified and experienced service providers to supply and delivery of personal protective clothing without any guarantee on the quantum of work for the period of three (3) years.
3. To supply and delivery of Super Cab LDV to Nqanqarhu municipal offices
4. To enter into framework contracts with three (3) contractors over a 3-year framework term for the Supply and Delivery of Medium Voltage and Low Voltage Electrical Material, Tools, Equipment and Meters on an as and when instructed basis without a guarantee to a quantum of work. Contract for this bid will be based on the NEC3 Supply Contract (Priced contract with Price Schedules).

Bids from No. 1 to 3 contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

**Stage 1 of Evaluation - Functionality**

ELM-2/044/2022-2023		ELM-2/045/2022-2023		ELM-3/011/2022-2023	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Experience of the bidder	30	Experience	40	Company Experience	30
Delivery Period	25	Delivery	10	Bank Rating	10
Guarantee of the commodities	25			Delivery Period	10
<b>Total Points</b>	<b>80</b>	<b>Total Points</b>	<b>50</b>	<b>Total Points</b>	<b>50</b>

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids. The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

**Stage 1 of Evaluation: Test for responsiveness of goods and services are as follows:**

**Special conditions of Bid ELM-3/052/2022-2023**

Quality Criteria	Evidence
1. Bidder fully compliant with specification	Illustrated brochure of vehicle offered

Bidders with non-compliant with the above special conditions will be disqualified and not be considered for further evaluation

Specific Goals for this bid are as follows:

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

In all bids an EME or QSE which is at least 51% owned by black people who are:

The Specific Goals allocated points ELM-2/044/2022-2023	The Specific Goals allocated points ELM-2/045/2022-2023	The Specific Goals allocated points ELM-3/052/2022-2023	The Specific Goals allocated points ELM-3/011/2022-2023	Proof to claim points for specific goal
Youth-Enterprise 18-35 (ELM) = 5 Points	Youth-Enterprise 18-35 (ELM) = 6 Points	N/A	Youth-Enterprise 18-35 (ELM) = 6 Points	Company Registration Document and Certified ID Copy, CSD Report
Women-Equity ownership = 2 Points	Women-Equity ownership = 4 Points	Women-Equity ownership = 5 Points	Women-Equity ownership = 4 Points	Company Registration Document and Certified ID Copy, CSD Report
N/A	Disability-Equity ownership = 2 Points	N/A	Disability-Equity ownership = 2 Points	Medical Report
Local Business (ELM) = 3 Points	Local Business (ELM) = 2 Points	N/A	Local Business (ELM) = 2 Points	Proof of business operation within the Elundini municipal Jurisdiction along with CSD Report
Black Owned = 10 Points	Black Owned = 6 Points	Black Owned = 15 Points	Black Owned = 6 Points	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit and CSD Report
Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit. The tender documents will be available from **Thursday, 06 July 2023**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The Tender Data, Detailed breakdown Quality Criteria, Detailed Scheduled with minimum threshold for Local Content, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. [www.elundini.elundini.gov.za](http://www.elundini.elundini.gov.za) and will be also attached in the tender document.

Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: [hlubikazi@elundini.gov.za](mailto:hlubikazi@elundini.gov.za)

A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

Tender submission and supporting documentation must to be placed in a sealed envelope endorsed with RELEVANT PROJECT NAMES AND BID NUMBERS: must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on **Tuesday, 08 August 2023** for all the bids at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

  
**JACK MDANI**  
**MUNICIPAL MANAGER**

## BID CONDITIONS AND INFORMATION

1. **Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.**

2. **Agreement**

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. **Completion of Bid Documents**

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. **Alteration or Qualification of Bid**

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. **DO NOT USE CORRECTION FLUID** as this may invalidate your submission

5. **Signatory**

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. **Submission of Bid**

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality **by not later than 12h00 on Tuesday, 08 August 2023.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address .
- (d) A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

7. **Opening, Recording and Publications of Bids Received.**

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

#### **8. Tax Clearance Certificate , Tax Matters and VAT**

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

#### **9. Evaluation of Bids**

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

#### **10. Acceptance or Rejection of a Bids**

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

#### **11. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online ([www.csd.gov.za](http://www.csd.gov.za)) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

#### **12. BBBEE Certificate**

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php)) or original or certified completed AFFIDAVIT downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp)

#### **13. Tender offers will only be accepted if:-**

- a) the financial offer is market related based on Preference Procurement Policy Framework Act, 2022.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

#### **14. Requirements for the Joint Venture**

- a) J V agreement,

- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

#### **15. Site / Information Meetings**

None

#### **16. Procurement Policy**

- a) Bids will be awarded in accordance with the Preferential Procurement Policy Framework Act, 2022.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: [www.elundini.gov.za](http://www.elundini.gov.za)

#### **17. Expenses Incurred in Preparation of Bid**

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

#### **18. Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

#### **19. Validity Period**

Bids shall remain valid for **90 days** after the bid closure date.

#### **20. General and Special Conditions of Contract**

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

#### **21. Municipal Rates, Taxes and Charges**

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

#### **22. Contact with Municipality after Bid Closure Date**

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **23. Vetting Of The Supplier/Due diligence**

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

## **Terms of Reference for Provision of Free Basic Alternative Energy**

### **Project Description**

Provision of Free Basic Alternative Energy for the period of three (3) years

### **Project Background**

Elundini Local Municipality (ELM) in line with its Indigent Policy is on a programme of supplying communities with Free Basic Alternative Energy (GEL, GEL STOVES, OIL AND OIL LAMP) to households who are identified as indigent without electricity.

## **2. SCOPE OF WORK**

Scope of work/ deliverables

### **2.1 GEL FUEL**

2.1.1 The Gel fuel is an alternative source of fuel. The Gel fuel must be 100% natural in origin and it must be made from Ethanol, which is derived from sugar beet and other renewable agricultural sources:

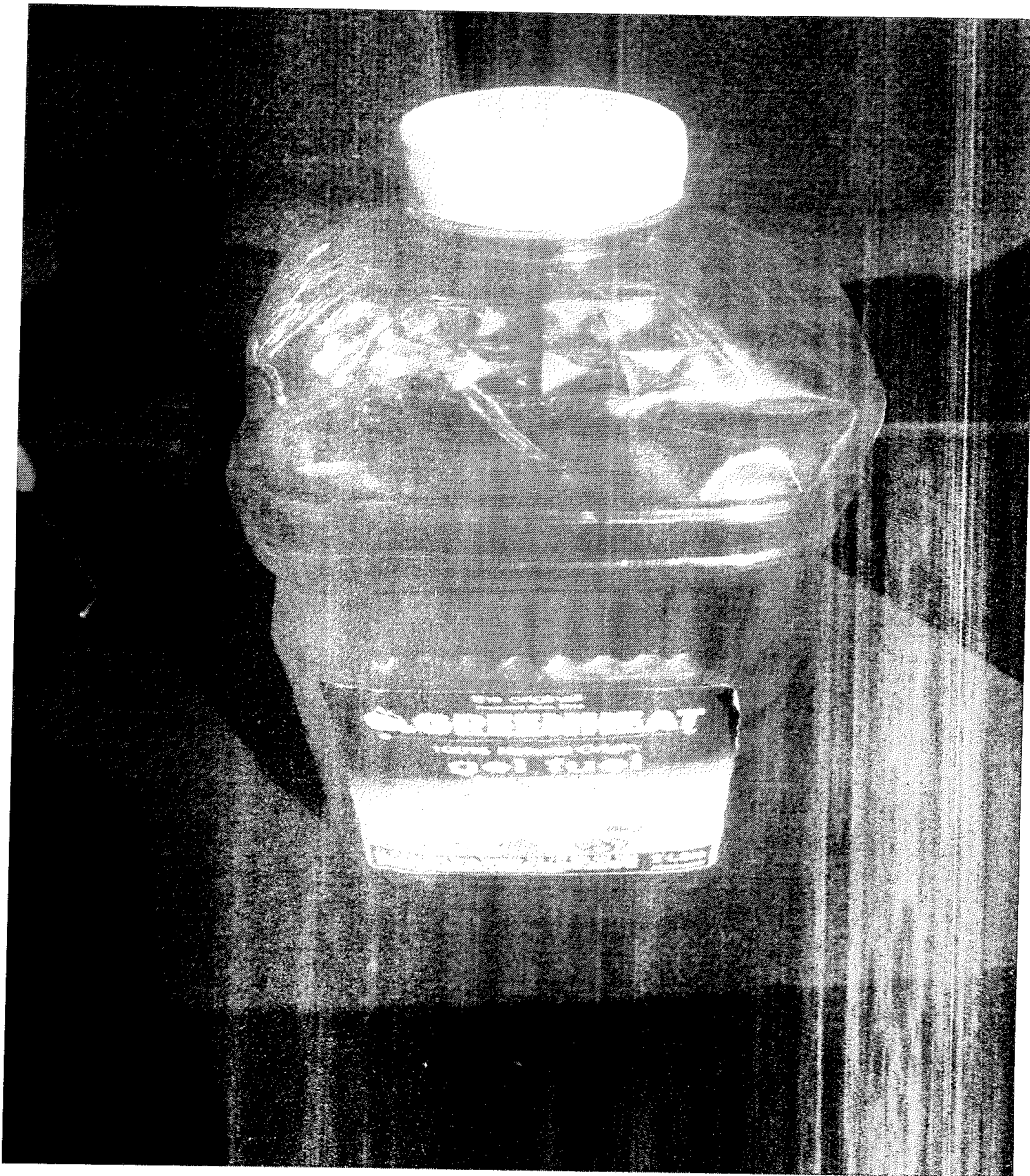
2.1.2 The Gel fuel must be renewable, safe, clean, non-toxic, non-explosive environmentally friendly & efficient (as per warranty certificate). The Gel fuel must have a wide variety of applications.

2.1.3 The burn time, flame colour and gel consistency must be specifically formulated for each application.

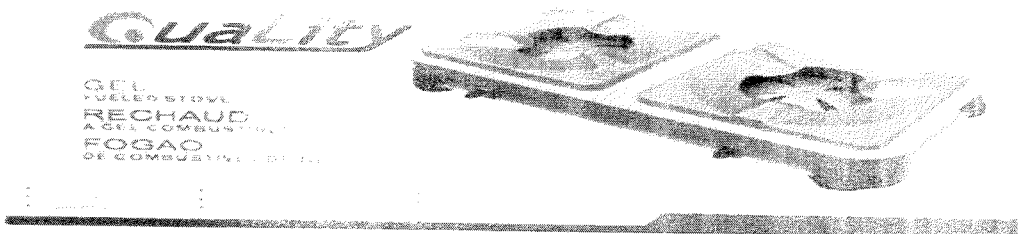
2.1.4 The Gel fuel must be in any colour and it must be delivered in a 10L (can either 2X 5L or 1X 10L containers).

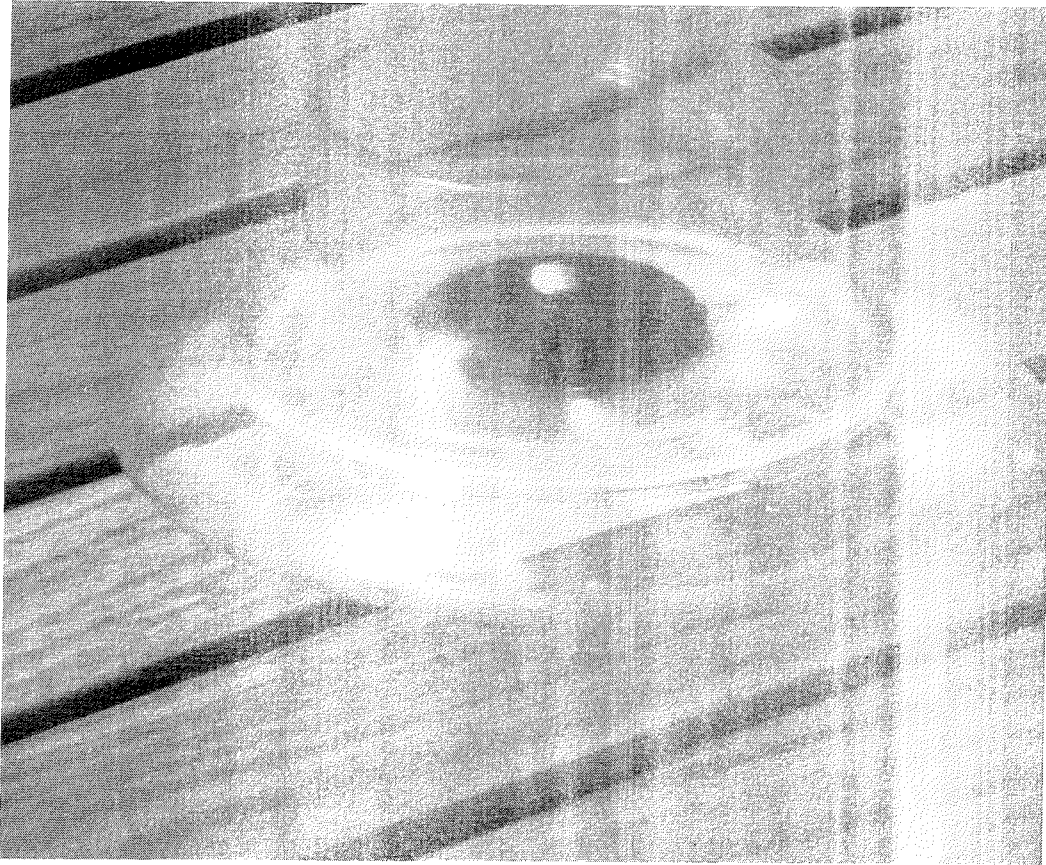
N.B. This is critical: The Gel must be certified for safety of use, SABS & it is expected that the supplied Gel complies with the required standard.

Below are examples of required goods



3.1.1 A gel fueled 2 plate stove and oil lamp.





Oil

**1. DELIVERABLES**

4.1 Supply, delivery and off-load of alternative energy at Elundini Local Municipality in Nqanqarhu Municipal offices in a form of gel stoves, gel, oil lamp and oil.

**2. EXPECTED OUTCOME.**

5.1 The service provider is expected to comply with the above terms of reference.

**3. PROJECT TIMEFRAME**

6.1 The duration period of the project is three (3) years from the date of award.

**FUNCTIONALITY**



With regards to functionality the following criteria will be applicable and the maximum points of 80 will be allocated as follows:

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS</b>
<b>EXPERIENCE</b>	<b>30</b>
Experience of the bidder in supply and deliver. (attach 3 appointment letters or 3 reference letters or 3 Orders – verification of such confirmation will be done by the municipality).	<b>30</b>
10 points for each letter provided	
3 appointment letters or 3 reference letters or 3 Orders = 30	
2 appointment letters or 2 reference letters or 2 Orders = 20	
1 appointment letters or 1 reference letters or 1 Order = 10	
0 project = 0	
<b>DELIVERY</b>	<b>25</b>
Delivery Period (Gantt chart required)	
14 Working Days after the receipt of order	
Within 14 Working Days = 25	
More than 14 Working Days = 0	
<b>Guarantee of the commodities</b>	<b>25</b>
<b>Guarantee of the commodities (gel and oil)</b>	
Bidder must attach SANS:448 2010 certificate as a proof of guarantee =15 points	
<b>Warranty and Guarantee of the commodities (gel stove)</b>	
Warranty certificate =05 points	
No warranty certificate=0	
<b>Warranty and Guarantee of the commodities (oil lamp)</b>	
Warranty certificate =05 points	
No warranty certificate=0	
<b>Total</b>	<b>80</b>

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in this bids

**Specific Goals for this bid are as follows:**

**Bidder that fail to submit proof of specific goal as stipulated below will not allocated points**

<b>The Specific Goals</b>	<b>Proof to claim points for specific goal</b>	<b>Allocated Points</b>
51% Youth-Enterprise 18-35 (Elundini Local Municipality)	Company Registration Document and Certified ID Copy, CSD Report	5 Points
51% Women-Equity ownership	Company Registration Document and Certified ID Copy, CSD Report	2 Points
Local Business (Elundini Local Municipality)	Proof of business operation within the Elundini municipal Jurisdiction along with CSD Report	3 Points
51% Black Owned	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit and CSD Report	10 Points
<b>Total Specific Goals</b>		<b>20 Points</b>