



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

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

Tel: 045 9328100 | Fax: 045 9321094

Social Media | Facebook: @Elundini Local Municipality | X: @ElundiniLM

| YouTube Channel: @Elundini Local Municipality | Instagram: @elundini\_lm

Dear Sir / Madam

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the servicing of standby generator for municipal offices as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business in a sealed envelope indicating the name of bid must be deposited in the tender box situated in 1 Seller Street Nqanqaru, Finance Department, Cashier Reception area before 12h00 on the **18 June 2024**. For queries please email to [scm@elundini.gov.za](mailto:scm@elundini.gov.za) or faxed to 086 216 8784

For Technical Queries: Ms P.Malotane

Tel: 045 932 8219

For Supply Chain Queries: Ms B.Mbizweni

Tel: 045 932 8174

### **SERVICING OF STANDBY GENERATOR FOR MUNICIPAL OFFICES : ELM-3/071/2023-2024**

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

#### **1. Tender offers will only be accepted if:**

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> ) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) 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;
- 5) 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 interestWhich may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 6) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 7) the price(s) quoted are valid for at least ninety (90) days from date of your offer.
- 8) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 9) the Joint Venture has attached the following :
  - a) J V agreement,
  - b) original or certified copy of consolidated BBBEE certificate, and

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to Freecall: 0800 117844 | SMS 32840 | Email: [elundini@tip-offs.com](mailto:elundini@tip-offs.com) | Freepost: KZN138 Umhlanga Rocks 4320  
All correspondence must be addressed to the Municipal Manager



c) letter of signatory.

**2. The tenderer is required to submit with his tender the following certificates:**

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Latest municipal account statement or lease agreement or affidavit from the South African Police Services and a letter from ward councillor.
- 5) Tax Compliance status documents with PIN from SARS must be attached
- 6) Proof of residence with CSD report
- 7) Construction Industry Development Board grading 1 ME and above.

**3. Returnable schedules required for tender evaluation processes**

MBD 1: Invitation to bid

MBD 6.1 Preferential Procurement Framework as per 2022 regulations

MBD 4: Declaration of Interest form

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

Elundini Municipality Supplier Declaration form (which is downloadable on the municipal website)

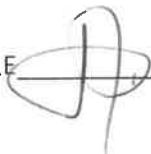
[www.elundini.gov.za](http://www.elundini.gov.za)

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

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 90 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered.
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid, the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 tax compliance shall apply.
- 12) Bid will be evaluated based on 80/20, 80 for price and 20 points for specific goals.
- 13) Bidders must be allowed to submit bids by hand or by courier on condition that the responsibility of depositing the tender, bid or proposal lies squarely with the bidder not the Municipality.

SIGNATURE



DATE

10/06/2024

## SPECIFICATION

### Purpose

The purpose of this communicate is to seek your office to request Service Providers to bid on seven (7) tender to conduct routine maintenance of the existing 350kVA, 3 phase, 400VAC, 50Hz standby generator.

### Annexure: A Maintenance of the existing 350kVA, 3 phase, 400VAC, 50Hz standby smart generator

[1]	CHECK AND TOP UP WHERE NECESSARY (SPECIFY TOTAL QUANTITY). EXCESS OF 10 LITRES WILL BE REIMBURSED	YES	NO	[5]	INSPECTION OF ELECTRICAL APPARATUS Program, reset and replace where necessary	YES	NO
A	CRANKCASE OIL (QTY )			A	LV CABLES IN ORDER		
B	INJECTOR BOX OIL (QTY )			B	LV CABLE TERMINATIONS IN ORDER		
C	RADIATOR			C	ALL LV SWITCHGEAR COVERS & PANELS INTACT		
				D	ALL SWITCHGEAR INTACT		
[2]	CHECK FUNCTION ADJUST, TIGHTEN AND LUBRICATE (WHERE NECESSARY)			E	SWITCHES / CIRCUIT BREAKERS IN "ON" POSITION		
A	FUEL PUMP TIMING			F	ARE CIRCUIT LEGENDS AVAILABLE?		
B	PUMP DRIVE			G	ARE CIRCUIT LEGENDS COMPLETE?		
C	OIL FEED PUMP			H	ARE CIRCUIT BREAKERS PROPERLY LABELLED?		
D	EXCESS FUEL DEVICE			I	TIME SWITCHES / SET ACCORDINGLY?		
E	GOVERNOR			J	ARE INDICATING PANEL LIGHTS WORKING? IF NOT INDICATE QUANTITY REPLACED		
F	TURBO CHARGER			K	CHECK SELECTOR SWITCH IN ALL POSITIONS		
G	HEAT EXCHANGER			L	CHECK ALARM ENGINE SHUTDOWN FUNCTION ON :		
H	FAN BEARINGS				LOW FUEL WARNING		
I	DYNAMO BEARINGS				START FAILURE		
J	STOP SOLENOID			M	CHECK ALARM ENGINE SHUTDOWN FUNCTION ON :		
K	HAND / ELECTRIC DAY TANK PUMP				HIGH TEMPERATURE		
L	LUBRICATING OIL FILTER ELEMENT				LOW OIL PRESSURE		
					OVER-SPEED		
[3]	CHECK CONDITION, TIGHTEN (WHERE NECESSARY)			N	TEST PLANT FOR 30 MIN ON FULL LOAD		
A	RADIATOR CORE			O	CHECK AND RECORD THE METER READINGS		
B	RADIATOR HOSES				3PH..... PH1.....V PH2.....V PH3.....V		
C	RADIATOR PRESSURE CAP / VALVE				..... A ..... A .....A		
D	WATER HEATER ELEMENT & THERMOSTAT			P	RESET ALL MAXIMUM DEMAND AMMETERS		
E	VEE BELTS						
F	ENGINE MOUNTING			[6]	CLEANING		
G	ENGINE / ALTERNATOR COUPLING			A	CLEAN AIR CLEANER DRY ELEMENT & BATH		
H	EXHAUST SILENCER & PIPES			B	CLEAN FINS AND OIL COOLER		
I	DAY TANK CONDENSATE			C	CLEAN ENGINE		
				D	CLEAN DRIP TRAYS (WHERE FITTED)		
[4]	CHECK FOR LEAKS & TIGHTEN (WHERE NECESSARY)			E	CLEAN DAY TANK AND GAUGE GLASS		
A	DRAIN PLUG						
B	OIL LINES AND SEALS			[7]	DUST AND CLEAN		

C	FUEL LINES AND SEALS			A	DOORS AND FRAMES		
D	INJECTOR SEALS			B	WINDOW PANES AND FRAMES		
E	ALL PACKING SEALS			C	WINDOW GUARDS		
				D	WINDOW CILLS		
				E	WALLS AND CEILINGS		
				F	CABLE DUCTS		
				G	LV SWITCHGEAR		
				H	LV DISTRIBUTION BOARD / CONTROL PANEL		

A	B	Operation
		Check amount of coolant
		Check the level of lubricating oil
		Check the restriction indicators for the air filters and when necessary, renew the filter elements
		Start and run the engine with 30% load (minimum), until normal temperature of operation is reached. Engine must run for a minimum of 1 hour
		Drain the water/sediment from the primary fuel filter
		Check the condition and the tension of all drive belts
		Check specific gravity and pH value of the coolant
		Renew the lubricating oil
		Renew the canister of the main fuel filter
		Clean the primary fuel filter
		Ensure that the mounting nuts for the turbochargers are tightened securely
		Check the timing of the injection pump
		Check that the drive coupling bolts of fuel injection pump are tightened to 120Nm (88lbf ft)
		Ensure that the fuel injectors are checked and corrected or renewed, if necessary
		Ensure that the tappet clearances are checked and adjusted, if necessary

#### Evaluation Criteria

	Quality criteria	Sub-criteria	PoE	Maximum number of points
1.	<b>Experience of the tenderer in related scope of works</b>	Company able to plan, design, organise, control, coordinate, administer, and conduct maintenance on diesel smart generators	Proof of appointment and completion certificates must be attached	30

2.	<b>Key Persons (Tenderer must attach Organogram)</b>			
2.1	Experience of the Key person Generator Mechanic	Person must have an experience in maintenance of 12-24 VDC electrical systems and procedures, methods and techniques to design, install, repair and maintain generators, by- pass pumps, starters, valves, motors and gauges. Extensive knowledge of engines, equipment operation and safety.	CV, National Diploma in Electrical Engineering and must be in possession of Certificate in Internal Combustion Engine and electro-mechanical systems OR National Diploma/Degree in Mechatronics	40
3.	Company Resources (Plant and Equipment)	The tenderer must provide the list of tools to be used for the successful completion of the project. Highlight your understanding of the project by providing relevant tools and equipment required specifically for this project	Load bank testers, Battery testers, Infrared Thermometer, Fuel Cleaning Kit, Engine analyser, applicable programming software etc	30
<b>Maximum possible score for quality (M<sub>c</sub>)</b>				100

#### Detailed Evaluation Criteria

##### **Evaluation Schedule1: Experience of Contractor**

The experience of the tenderer as a company (as opposed to key staff members) in maintenance of diesel generator projects as a main contractor over the last three (3) years:

Tenderers must list diesel generator, starters and motor projects undertaken in the last three years with documented proof of appointment and completion certificates or progress report if current.

The municipality may conduct an intense due diligence which may include inspection of the claimed experience of the three (3) highly preferred bidders

Tenderers should very briefly describe his or her experience in this regard, emphasising the details<sup>1</sup> nature of the works and complexity and attach this to this schedule. The description should be put in tabular form with the following headings:

Employer, and	Description of contracts relating to MV overhead and underground construction :	Contract value of the works inclusive of VAT (Rand)	Date	
			Start	Completion
<b>Employer:</b>  <b>Contact person:</b>  <b>Telephone number:</b>  <b>Email address:</b>	<b>Title of the project:</b>  <b>Brief description:</b>			
<b>Employer:</b>  <b>Contact person:</b>  <b>Telephone number:</b>  <b>Email address:</b>	<b>Title of the project:</b>  <b>Brief description:</b>			

<b>Employer:</b>	<b>Title of the project:</b>			
<b>Contact person:</b>	<b>Brief description:</b>			
<b>Telephone number:</b>				
<b>Email address:</b>				

<sup>1</sup> The experience of the tenderer as a company details on each project/work performed mentioning brief scope of work and resources used.

**The scoring of the tenderer's experience will be as follows:**

0	Tenderer has submitted no information or inadequate information to determine scoring level.
Poor (score 10)	Limited experience. Contractor <u>has only one (1)</u> relevant projects completed
Satisfactory (score 20)	Average experience. Contractor <u>has only two (2)</u> relevant projects completed
Good (score 30)	Above average experience. Contractor has <u>three (3) or more</u> relevant projects completed

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

**Signed**

**Date**

**Name**

**Position**

**Tenderer**

**Schedule 2. Experience of key persons Generator Mechanic**

The experience of the key person who will be responsible for the maintenance and service the diesel generator, project management, coordination, administration, reporting to client and management of resources, will be evaluated in relation to the scope of work from two different points of view.

**Person must have an experience in maintenance of 12-24 VDC electrical systems and procedures, methods and techniques to design, install, repair and maintain generators, by- pass pumps, starters, valves, motors and gauges. Extensive knowledge of engines, equipment operation and safety..**

- 1) General experience (total duration of work activity), level of education and training and positions held.
- 2) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of work, and stakeholders.

A CV of the key person of not more than 4 pages needs to be attached to this schedule and must sign in the space provided below:

Key Person Name: \_\_\_\_\_ Signature /ID  
Number: \_\_\_\_\_

The CV should be structured under the following headings:

- 1 Personal particulars
  - name
  - date and place of birth
  - place (s) of tertiary education and dates associated therewith
  - professional awards
- 2 **Qualifications\* (National Diploma in Electrical Engineering and must be in possession of Certificate in Internal Combustion Engine and electro-mechanical systems OR National Diploma/Degree in Mechatronics)**
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key person staff will be as follows:

**Adequacy for the contract**

	<b>Qualifications in relation to the service</b>	<b>General experience</b>
<b>Score 0</b>	Tenderer has submitted insufficient information to score the schedule	
<b>Poor (score 10)</b>	Key person has limited levels qualification ( <b>National Diploma in Electrical Engineering</b> )	Key person has limited ( <b>1 year</b> ), levels of project specific education, training and experience that are pertinent to the scope of work



<b>Satisfactory (score 20)</b>	Key person has reasonable levels of general experience (National Diploma in Electrical Engineering and must be in possession of Certificate in Internal Combustion Engine and electro-mechanical systems OR National Diploma/Degree in Mechatronics)	Key person has reasonable ( <b>2 years</b> ), levels of project specific education, training and experience that are pertinent to the scope of work
<b>Good (score 30)</b>	Key person has extensive levels of qualification (CV, National Diploma in Electrical Engineering and must be in possession of Certificate in Internal Combustion Engine and electro-mechanical systems OR National Diploma/Degree in Mechatronics )	Key persons have extensive ( <b>3 years</b> ) levels of project specific education), training and experience that are pertinent to the scope of work
<b>Very good (score 40)</b>	Key person has outstanding levels of qualification (CV, National Diploma in Electrical Engineering and must be in possession of Certificate in Internal Combustion Engine and electro-mechanical systems OR National Diploma/Degree in Mechatronics).	Key person has outstanding ( <b>above 3 years</b> ) levels of project specific education ( <b>relevant* management</b> ), training and experience that are pertinent to the scope of work.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Assigned Project Manager \_\_\_\_\_

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### Schedule 3 Company Resources (Plant and Equipment)

The tenderer must provide the list of tools to be used for the successful completion of the project. Highlight your understanding of the project by providing relevant tools and equipment required specifically for this project.

**Bidders must provide proof of ownership or intent to lease from the plant hire firm. The ownership must be provided in a form of licencing registration documents or certificates.**

Plant Description	Own Plant	Hired Plant
LDV/ Normal Car	2	2
Load bank testers	4	1
Battery testers	5	3
Infrared	3	1
Thermometer	5	1
Engine analyser	4	2
Fuel Cleaning Kit	4	2
Applicable programming software	3	3
<b>Total Points</b>	<b>30</b>	<b>15</b>

**Annexure B: Bill of Quantity**

Item	Description	Unit	Quantity	Supply	Total Supply
1	<b>Maintenance</b>				
1,1	Provide annual maintenance/service for a 350kVA, 11kV/400VAC, 50HZ smart generator				
1.1.1	Annual service	sum	1	R	R
2	<b>Service Book</b>				
	Provide an A4 size hard covered service log book so a full detail of servicing and repairs is to be recorded in the book with the run hour reading.	ea	1	R	R
2	<b>Provisional Sums</b>				
2,1	The contractor shall allow provisional cost to cater for material that would be need when maintaining the generator	sum	1		

## EVALUATION CRITERIA

### Specific Goals

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.

<b>Price</b>	-	<b>80 points</b>
<b>Specific goal</b>	-	<b>20 points</b>

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof to claim points
Tender Price	<b>80</b>		
Youth-Enterprise 18-35 (ELM)	<b>10 Points</b>		<ul style="list-style-type: none"> <li>• <b>Company Registration document</b></li> <li>• <b>Certified ID copy</b></li> </ul>
Women-Equity p;o ownership	<b>2 Points</b>		<ul style="list-style-type: none"> <li>• <b>Company Registration document</b></li> <li>• <b>Certified ID copy</b></li> </ul>
Disability-Equity ownership	<b>2 Points</b>		<ul style="list-style-type: none"> <li>• <b>Medical report</b></li> </ul>
Local Business (ELM)	<b>3 Points</b>		<ul style="list-style-type: none"> <li>• <b>Proof of residence along with CSD report</b></li> </ul>
Black Owned	<b>3 Points</b>		<ul style="list-style-type: none"> <li>• <b>Company Registration document</b></li> <li>• <b>Certified B- BBEE certificate or Sworn Affidavit</b></li> </ul>
<b>TOTAL</b>	<b>20</b>		

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Nqanqarhu  
5480



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