



NDLAMBE MUNICIPALITY
TENDER 02/2425

INVITATION TO TENDER - A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS

The Ndlambe Municipality hereby invites suitable and experienced Professional Consulting Firms to submit tenders for the establishment of a prequalified list of professional service providers in the built environment for a period of three (3) years.

SCOPE OF WORK

Professional service providers are expected to, along with compliance and functionality requirements, be registered with a relevant professional body to be admitted into the list.

Qualifying companies will be admitted to the prequalified list of professional service providers to provide professional services for NLM projects for a period of three (3) years, as and when required by the municipality.

Shortlisted/Pre-qualified companies from the list will be invited to submit quotations for providing professional services for a specific project as and when required by NLM. Firms will be expected to have their resources and planning processes ready to respond urgently to whichever need that may arise.

EVALUATION

Bids will be evaluated based on responsiveness to the compliance requirements, thereafter bids will be evaluated based on functionality criterion. Only bidders who meet the minimum functionality score will be shortlisted and placed on the professional services panel. **Pricing and preference will not be evaluated for the establishment of the panel**; however, it will be utilised during the request for quotations (RFQ) stage, post the establishment of the panel.

Functionality: Minimum qualifying points will be 70% for further evaluation. Detailed functionality is available in the Bid document.

ITEM	Points
Functionality	80
• Company Experience	20
• Qualifications And Experience of Key Personnel	60
TOTAL	80

The top 15 bidders who achieve a minimum functionality score of 70% will be placed on the panel. Bidder proposals not achieving a functionality score of at least 70% will NOT be considered for placement on the panel.

Bidders shall take note of the following bid conditions:

Minimum professional registration requirements:

Bids are required to have the registered professional in all categories with the appropriate council under the Council for Built Environment (CBE) such as:

- Engineering Professionals registered with the Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act 46 of 2000
- Project Managers and Construction Health and Safety Agents registered with the South African Council for Project and Construction Management Professions (SACPCMP) in accordance with the Project and Construction Management Professions Act 48 of 2000
- Geomatics professional registered with the South African Geomatics Council in accordance with the Geomatics Profession Act 19 of 2013
- Town and Regional Planners registered with the South African Council for Planners in accordance with the Planning Profession Act 36 of 2002
- Environmental Assessment Practitioner registered with EAPASA as Registration Authority which registers Environmental Assessment Practitioners (EAPs) based on the set of core competencies under the Section 24H Registration Authority Regulations of the National Environmental Management Act (NEMA), Act 107 of 1998, as amended
- Submit a certified valid copy of Professional Indemnity Insurance.
- Letter of Good Standing with the Commission for Occupational Injuries and Diseases Act (COIDA)

Bid compliance requirements:

1. The validity period for this submission will be 90 days from the closing date unless extended by the Ndlambe Municipality.
2. Ndlambe 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. The right to accept any tender and, or part thereof, appoint more than one bidder, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any bidder.
3. An original tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
4. Evidence of registration of company on the Central Supplier Database must be provided (CSD "MAAA" number).
5. Bidders must complete the following forms, which are included in the returnable document:
 - o Declaration of Interest (**MBD4**).
 - o Declaration for procurements above R5 million (VAT INCLUDED) (**MBD 5**)
 - o Declaration of Bidder's Past Supply Chain Management Practices (**MBD8**).
 - o Certificate of Independent Bid Determination (**MBD9**).
6. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution as follows:
 - o In the case of an **Affidavit**, both the Commissioner of Oaths stamp for the Affidavit itself (the "commissioning") AND a "true copy" stamp (which certifies the document as being a true copy of the original) are required i.e. **TWO stamps are required**.
 - o In the case of a **B-BBEE Certificate**, only a "true copy" stamp and signature (which certifies the document as being an accurate copy) is required i.e. **ONE stamp is required**.
7. Bidders are required to submit:
 - o audited annual financial statements for the past three years; or since establishment, if established during the past three years.
 - o particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution must be declared of such contracts.
 - o A statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic.
8. A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
9. It should be noted that the 80/20 or 90/10 preferential points system will be applied, for Specific Goals as defined in the Preferential Procurement Policy during the RFQ stage.
10. The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.
11. Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/returnable-bid-documents/>

N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R120-36 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **18 September 2024** (office hours 08h00 until 16h00) or downloaded from the Ndlambe Municipality website <https://ndlambe.gov.za/web/returnable-bid-documents/>

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified. Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**T02/2425 APPOINTMENT OF A SERVICE PROVIDER A PANEL OF MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONALS FOR THIRTY-SIX (36) MONTHS**" and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on **16 October 2024**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.

Further technical details may be obtained from Mr S Babama at Tel: 046604 5513 sbabama@ndlambe.gov.za