

SUPPLY AND DELIVERY OF OPERATIONAL FULL MAINTENANCE LEASE COMMERCIAL (SPECIALISED AND NON-SPECIALISED TRUCKS) AND EARTH MOVING EQUIPMENT FOR THEMBSILE HANI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

T1.2 TENDER DATA

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| TENDER DATA |
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| Clause | |
|--------|--|
| 1 | <p>The Employer is:</p> <p>Thembsile Hani Local Municipality Stand No.24, Opposite Police Station Kwaggafontein C Mpumalanga 0458</p> |
| 2 | <p>The tender document's contents is as follows:</p> <p>Part T1: Tendering procedures: T1.1 Tender notice and invitation to tender T1.2 Tender Data</p> <p>Part T2: Returnable documents T2.1 Returnable Schedules required for Tender Evaluation</p> <p>The Contract</p> <p>Part C1: Agreements and contract data C1.1 Form of Offer and Acceptance C1.2 Contract Data C1.3 Form of Guarantee</p> <p>Part C2: Pricing data C2.1 Pricing instructions C2.2 Bills of quantities</p> <p>Part C3: Scope of work C3.1 Description of Works</p> <p>Part C4: Annexures C4 1 : Supply Chain Management Policy</p> |
| 3 | <p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p> |

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|--|---|--|--|---|
| 4 | <p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <p><u>Accounting Officer:</u></p> <p>Mr. D.J.D. Mahlangu Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9100</p> </td> <td style="width: 33%; padding: 5px;"> <p><u>Procurement Enquiries:</u></p> <p>Ms. L. Sehlako Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9187</p> </td> <td style="width: 33%; padding: 5px;"> <p><u>Technical Enquiries:</u></p> <p>Mrs. J.P. Msiza Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9182</p> </td> </tr> </table> | <p><u>Accounting Officer:</u></p> <p>Mr. D.J.D. Mahlangu Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9100</p> | <p><u>Procurement Enquiries:</u></p> <p>Ms. L. Sehlako Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9187</p> | <p><u>Technical Enquiries:</u></p> <p>Mrs. J.P. Msiza Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9182</p> |
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| | <p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original.</p> <p>In the event that no correspondence or communication is received from the THLM within ninety (90) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.</p> | | | |
| 5 | <p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Thembisile Hani Local Municipality.</p> | | | |
| 6 | <p>Cost of Tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p> | | | |
| 7 | <p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> | | | |
| 8 | <p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p> | | | |
| 9 | <p>Submitting tender offer:</p> | | | |
| | <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them.</p> <p>Tenders must be deposited in the tender box clearly marked with project description.</p> <p>Location of tender Box: Thembisile Hani Local Municipality Building, municipal entrance.</p> <p>Physical Address: Thembisile Hani Local Municipality, Stand No.24 Kwaggafontein C, Mpumalanga, 0458.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered</p> | | | |

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| 10 | <p>Closing Time:</p> <p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12h00pm</p> <p>Closing Date: 17 June 2024</p> <p>Location: Thembisile Hani Local Municipality Stand No.24 Kwaggafontein C Mpumalanga 0458.</p> <p>Tenders will be opened in public at the same time.</p> |
| | <p>After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the THLM.</p> |
| 11 | <p>Pricing the tender</p> <p>State the rates and prices in Rands</p> |
| 12 | <p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p> |
| 13 | <p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p> |
| 14 | <p>Declaration Certificate for Local Production and Content for Designated Sectors</p> <p>Local Content is NOT APPLICABLE on this project.</p> |
| 15 | <p>Tender Offer Validity</p> <p>The Tender offer validity period is 120 days from the closing date.</p> |
| 16 | <p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p> |
| 17 | <p>Tender evaluation points</p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 point system shall be applicable.</p> |
| | <p>Preference points for this bid shall be awarded for:</p> <p>(a) Price; and</p> |

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| | (b) Specific Goals. | | | | | | | | |
|--|--|--|--------|--------------|-----------|-----------------------|-----------|--|------------|
| 18 | The maximum points for this bid are allocated as follows: | | | | | | | | |
| | <table border="1" data-bbox="268 349 1182 633"> <thead> <tr> <th data-bbox="268 349 991 412"></th> <th data-bbox="991 349 1182 412">POINTS</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 412 991 474">PRICE</td> <td data-bbox="991 412 1182 474">80</td> </tr> <tr> <td data-bbox="268 474 991 537">Specific Goals</td> <td data-bbox="991 474 1182 537">20</td> </tr> <tr> <td data-bbox="268 537 991 633">Total points for Price and Specific Goals must not exceed</td> <td data-bbox="991 537 1182 633">100</td> </tr> </tbody> </table> | | POINTS | PRICE | 80 | Specific Goals | 20 | Total points for Price and Specific Goals must not exceed | 100 |
| | POINTS | | | | | | | | |
| PRICE | 80 | | | | | | | | |
| Specific Goals | 20 | | | | | | | | |
| Total points for Price and Specific Goals must not exceed | 100 | | | | | | | | |
| | <p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be terms of the Supply Chain Management Policy of the THLM.</p> <p>The following steps will be followed in evaluation;</p> <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points 8. Performance of risk analysis by checking the credit record of the tenderers | | | | | | | | |
| 19 | <p>Technical adjudication and General Criteria</p> <ul style="list-style-type: none"> ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions ▪ Technical specifications <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none"> ▪ A valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted. ▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. ▪ If any tender document is tempered with or it is unbided or unbundled. | | | | | | | | |

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| | |
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| | <ul style="list-style-type: none"> ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of correction fluid without initialising or the use of any erasable ink, e.g. pencil. ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory. |
| 20 | <p>Size of enterprise and current workload</p> <p>Evaluation of the Tenderer’s position in terms of:</p> <ol style="list-style-type: none"> 1. Previous and expected current annual turnover 2. Current contractual obligations 3. Capacity to execute the contract |
| 21 | <p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the completed projects where the firm was involved. Reference of clients MUST be provided.</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last three (3) years.</p> <p>Evaluation of the Tenderer’s position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Experience in the relevant technical field ▪ Experience of contracts of similar size |
| | <p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.</p> |
| 22 | <p>Financial ability to execute the contract:</p> <p>Evaluation of the Tenderer’s financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Contact the Tender’s bank manager to assess the Tenderer’s financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose. |
| 23 | <p>Good standing with SA Revenue Services</p> |

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|--------------------------|---|
| | <ul style="list-style-type: none"> ▪ Determine whether a valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted. |
| | <p>If the Tender does not meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p> |
| <p align="center">24</p> | <p>Penalties</p> <p>The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years. |
| <p align="center">25</p> | <p>Evaluation Method 4</p> <p>Which entails the balance between financial offer, preferences and Quality and 80-20 points system, will be adopted.</p> |
| <p align="center">26</p> | <p>The additional conditions of Bid Document</p> <ol style="list-style-type: none"> 1. Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 2. The Thembisile Hani Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations. |

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FORM A: EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender compliance by the contracting Firm

It must be noted that a total of **45 points** must be obtained by the contracting firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

| Evaluation Criteria | Evaluation Criteria | Elimination Factor | Points obtainable | Points Claimed |
|---|--|---------------------------|--------------------------|-----------------------|
| Delegation of authority (Note 01) | Delegation of authority for signatory signed by senior directors and/or shareholders nominating representative on the project | Yes | 5 | |
| Completing tender document (Note 02) | Must initial every page in the tender document, signing and fill the tender document in full | Yes | 5 | |
| Company registration (Note 03) | Proof of company registration with Company Intellectual Property Registration Office (CIPRO) and proof of shareholding | Yes | 5 | |
| Tax PIN Verification (Note 04) | Proof of Tax registration and compliance with South African Revenue Services (SARS) | Yes | 5 | |
| Municipal account (Note 05) | A statement of the municipal account, which does not owe municipal services for more than 90 days must be attached | Yes | 5 | |
| CSD report (Note 06) | A copy of the CSD summary report of the company which is not older than one (01) month must be attached | Yes | 5 | |
| Retail Motor Industry (RMI) Certificate (Note 07) | A proof of valid membership with the Retail Motor Industry (RMI), a certificate must be attached. | Yes | 5 | |
| Registration with a professional affiliate body (Note 08) | Affiliation certificates of the company (or a lease agreement) as proof of registration with a professional body in the Motor Industry | Yes | 5 | |
| Audited Annual Financial Statements (09) | Proof of 3 Year Audited Annual Financial Statements with an Audit Report | Yes | 5 | |
| Total 45 points | | | | |

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Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 02: Completing tender document

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces fully completed, every page initialled accordingly and all required documentation attached thereto. Failure which shall warrant an automatic elimination of tender from any further evaluation. The prospective bidder may not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of correction fluid are prohibited. Failure to adherence shall warrant automatic elimination of tender from any further evaluation.

Note 03: Company registration

A proof of company registration in the form of a copy from Company Intellectual Property Registration Office (CIPRO) shall be attached including a copy of a certificate for proof of shareholding. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 04: Tax Verification PIN

A copy of tax registration and compliance (**Tax PIN**) with relevant SARS in the form of a valid verification PIN certificate shall be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Municipal Account

Attach an original or a copy of a municipal utility account of any of the registered director(s) or company. Alternatively, attach a copy of the lease agreement along with the utility account of the Landlord, whereby the company is leasing the property it is operating from. The municipal statement of account submitted **must not be** in arrears for more than 90 days. Failure to attach the municipal statement of account shall warrant an automatic elimination of tender from any further evaluation.

Note 06: CSD Report

Attach a copy of the Central Supplier Database (CSD) summary report of the company which is not older than one (01) month. Failure to attach the report shall warrant an automatic elimination of tender from any further evaluation.

Note 07: Retail Motor Industry (RMI) Certificate

Attach a copy of proof of valid membership with the Retail Motor Industry (RMI). Failure to attach the certificate shall warrant automatic elimination of tender from any further evaluation.

Note 08: Affiliation certificate

Attach an affiliation certificate of the company (or a lease agreement/affiliation) as proof of registration with a professional body in the Motor Industry. Failure to attach the affiliation certificate shall warrant automatic elimination of tender from any further evaluation.

Note 09: Three Year Audited Annual Financial Statements

Attach a copy of 3 Years Audited Annual Financial Statements together with the Audit Report of the company. Failure to attach the information shall warrant an automatic elimination of tender from any further evaluation.

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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.

Person Authorized to sign Tender:

FULL NAME:

SIGNATURE: **DATE:**

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FORM B: EVALUATION SCHEDULE: FUNCTIONALITY

The Firm's tender responsiveness in relation to points is therefore summarised as follows:

| Summary of Functionality | |
|---|------------|
| Financial Capability of the bidder (Access to funding and risk management) | 15 |
| Experience of Firm | 15 |
| Company details | 30 |
| Detailed Project Proposal and implementation plans with key deliverables | 40 |
| Total | 100 |

Note: A firm must obtain a minimum of 75 points out of the 100 points above to be considered for Price and evaluation on Specific Goals.

Financial Capability of the bidder

(Maximum Points obtainable 15)

| | | | | |
|---|--|----|-----------|--|
| Financial Capability of the bidder (Access to funding and risk management) | Credit Bank Rating letter from a verifiable registered financial institution | No | 5 | |
| | Letter of support on financial viability of the bidder | No | 5 | |
| Total Points (15) | Public liability insurance of at least R15 000 000 | | 5 | |
| Sub-total | | | 15 | |

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Experience of bidder

(Maximum Points obtainable 15)

| EXPERIENCE OF BIDDER | | |
|--|--------------|---------------|
| Experience | TOTAL | SCORES |
| Ten (10) years or more experience in the fleet management industry. | 15 | |
| Seven (7) years or more experience in the fleet management industry. | 10 | |
| TOTAL: 15 | | |

Company Details

(Maximum points obtainable 30)

Note: Company's previous completed projects

Provide proof of the company's previous completed projects in the form of verifiable completion certificate /orders issued / referral letter certified by the previous clients with contact details. If none of these are provided, zero points will be allocated in that regard.

| Evaluation Criteria | Evaluation Criteria | Elimination Factor | Points obtainable | Points Claimed |
|--|--|---------------------------|--------------------------|-----------------------|
| Company experience in terms of projects completed | List a minimum of at least three (3) similar contracts awarded to the bidder in the last 36 Months | No | 10 | |
| | Management of more than 100 vehicles in the books of the bidder (Attach proof in the form of fleet management system report). | No | 10 | |

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|------------------|--|----|-----------|--|
| | Submission of two (2) detailed portfolio of evidence (report copies) for fleet assessment work done previously | No | 10 | |
| Sub-Total | | | 30 | |
| TOTAL | | | 30 | |

Detailed Project Proposal and implementation plans with key deliverables.
(Maximum points obtainable 40)

The tenderer must provide a proposed methodology and approach they intend following in the administering contract, in undertaking the following;

| Evaluation Criteria | Minimum Required | Points obtainable | Points claimed | |
|--|--|---|-----------------------|--|
| Detailed Project Proposal and implementation plans with key deliverables. | Proposal addressing service requirements | 10 | | |
| | Operational project implementation plan | 5 | | |
| | Total points (40) | Cost optimization plan and Performance Reporting Planning | 5 | |
| | Operational Risk Management Plan | 5 | | |
| | Skills Transfer, Social Engagement plan and undertaking | 5 | | |
| | Innovative Technology and Systems to improve the management of the fleet | 10 | | |
| Sub-total | | 40 | | |

TOTAL SCORE: _____/100

Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2