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ELUNDINI LOCAL MUNICIPALITY
Tender Notice and Invitation to Tender
REQUEST FOR PROPOSAL

The Elundini Local Municipality is inviting suitable service providers for supply and deliver the following goods:

Project Name	Bid Number	Closing Date
Supply and Delivery of General Purpose Cement and Concrete Products for a period of three (3) years	ELM-3/003/2020-2021	Monday, 02 August 2021

The Elundini Local Municipality is looking for a panel of 3-5 service providers to Supply and Deliver for a period of three (3) years the **General Purpose Cement 42.5N and Concrete Products for the construction/ maintenance of road and storm water infrastructure.**

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 (Act No. 5, 2000), and the regulations pertaining thereto (2017) **PRICE AND B-BBEE:** Price 80, B-BBEE 20.

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 form the SCM unit. The tender documents will be available from **Friday, 02 July 2021.**

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 Upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections. The specification including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. 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 Mduzulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za Technical enquires for all tenders may be addressed to Mr G. Hall, Tel No. 045 932 8215 or email: gavinh@elundini.gov.za

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER** must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Maclear, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon** on the above mentioned dates 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 and tender documents.

KHAYALETU GASHI
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) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- c) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- d) Ensure that there are no errors or omissions.
- e) Bids price submitted must include vat where applicable.
- f) 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 Municipality **by not later than 12h00 on Monday, 02 August 2021.**
- (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 .

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) 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) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 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 Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- 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

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.

Specification for Supply and Delivery of General Purpose Cement 42.5N and Concrete Products for a period of three (3) years

Project Description

Supply of various materials (as specification) for the construction/ maintenance of road and construction/ maintenance of stormwater infrastructure.

Project Background

The Buildings and Civil Works Section requires various materials as per the attached specification for various projects as well as the maintenance of roads infrastructure and wishes to appoint 3-5 service providers for this purpose.

Product Specification

1. The specification for cement is: - A locally manufactured General Purpose Cement 42.5N and must be SABS approved. (A letter from local manufacture confirming that the cement is locally manufactured and SABS approved must be attached) Failure to do so will render the tender non-responsive.
2. The cement products are concrete building blocks, cement brick, interlocking pavers and rectangular pavers.
3. External laboratory certificates of the manufacturing company to confirm specifications for cement products must be provided. Failure to do so will render the tender non-responsive.
4. Products must be palletized. Pallets must be credited to the municipal account on return. Failure to supply products that is not palletized will not be accepted.
5. Deliveries will be to Maclear, Mt Fletcher and Ugie.
6. Orders will be a combination of the listed products based on a full truck load whether it be a 4 ton, 8ton or 10 ton load.
7. Products must be priced separately in the first table below and the cost of delivery must be per load to Maclear, Ugie or Mt Fletcher as indicated in the second table below.
8. Lead time for the delivery must not exceed fourteen working days after receipt of order.

Pricing Schedule

To assist us with the evaluation on the prices tendered please complete the tables below.

Item	Product	Specification (External laboratory certificates)	Cost per units	No of Units per pallet	Total Cost of Units x Number of unit per Pallet	Cost of a pallet stand	Sub- Total (Exclusive of VAT)	Total Cost Product (Inclusive of VAT)	
	Example	Cement Brick	R 2.75	500	R 1 375.00	R 75	R 1 450.00	R 1 667.50	
1.	M6 Cement Block	390x190x140 Light grey 4mpa							
2.	M9 Cement Block	390x190x190 Light grey 4mpa							
3.	Cement Brick	215x100x70 Light grey 7mpa							
4.	Interlocking Paver	200x100x60 Light Grey 25mpa							
5.	Interlocking Paver	200x100x60 Red 25mpa							
6.	Interlocking Paver	200x100x80 Light Grey 35mpa							
7.	Rectangular Paver	200x100x50 Light grey 25mpa							
8.	Rectangular Paver	200x100x50 Red 25mpa							
9.	Cement	50kg 42.5N							
		Enter Total Cost at the bottom of column							

Delivery Costs

Town	Delivery cost of 4ton Truck (Inclusive of VAT) to listed town below	Delivery cost of 8ton Truck (Inclusive of VAT) to listed town below	Delivery cost of 10ton Truck (Inclusive of VAT) to listed town below
Mt Fletcher			
Maclear			
Ugie			
Total Cost per Column			

PROVIDE A TOTAL OF ALL THREE COLUMNS ABOVE FOR DELIVERY