



WINNIE MADIKIZELA-MANDELA LOCAL MUNICIPALITY

FUMIGATION/DISINFECTION SERVICES FOR 2 YEARS

CONTRACT NO: WMM 27/10/21/01 PIS

NOVEMBER 2021

ISSUED BY:

Issued and Prepared by:

Winnie Madikizela-Mandela Local Municipality

Community Services Department

Winnie Madikizela Mandela Street

Bizana

4800

Municipal Manager: Mr. L. Mahlaka

Contact Person: Ms. N.Mshweshwe

Tel: 039 251 0230

NAME OF TENDERER:

AMOUNT:

FUMIGATION/DISINFECTION SERVICES FOR 2 YEARS



WINNIE MADIKIZELA -MANDELA LOCAL MUNICIPALITY

CONTRACT NO: WMM 27/10/21/01 PIS

INVITATION TO BID FOR FUMIGATION/DISINFECTION SERVICES FOR 2 YEARS

Bid proposals are hereby invited from suitably qualified and accredited service providers who are interested in the provision of insurance services for Winnie Madikizela-Mandela Municipality.

Bid documents can be downloaded from e-tender portal website. (www.etenders.gov.za) or Mbizana Local Municipality Website (www.mbizana.gov.za).

Proposals will be evaluated on functionality as follows:

Evaluation Criteria	Total Points
1. Previous Experience	40
2. Expertise	30
3. Methodology	30

Bids should score a minimum of 70% for functionality in order to be considered for further evaluation.

The bids will be evaluated on the **80/20** preferential points system

Failure to submit the following fully completed document(s) will render the bid null and void:

- A copy of Entity Registration Documents, Certified ID Copy(ies) of Director(s) (not older than 6 months), CSD Registration
- SARS Valid PIN Printout
- Bid documents MBD1, MBD4, MBD6.1, MBD 8 and MDB 9
- Billing Clearance Certificate or Statement of Municipal Accounts confirming that no undisputed municipal accounts are overdue by more than 30 days and letter signed by the bidder declaring that all accounts have been disclosed and no account is more than 30 Days in areas
- A certified copy or Original BBBEE Status Level Certificate (SANAS accredited) or original affidavit
- In case of a joint venture, an original valid Tax Compliance Document of both partners should be submitted as well as a signed agreement by both parties clearly indicating the lead partner
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Closing date: All tenders must be emailed to tenders.scm@mbizana.gov.za by no later than 12h00 on the 13th December 2021 after which they will be opened. All tenders must be clearly marked the Name of the project and Reference number indicated above.

No late, incomplete or facsimile bids will be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. Mbizana Local Municipality reserves the right to accept part or full bid.

For technical enquiries, please contact Ms. N. Mshweshwe, Manager Human Resources at (039) 251 0230, email: mshweshwen@mbizana.gov.za during working hours.

For Supply Chain Management related enquiries, please contact Mr. Z. Khala at (039) 2510230, Ext. 2113, email: khalaz@mbizana.gov.za during working hours

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Mr. L. Mahlaka
MUNICIPAL MANAGER

**FUMIGATION/DISINFECTION SERVICES FOR 2
YEARS**

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10	List of other documents attached by tenderer	

(1) DETAILS OF TENDERER		

Name of Company/Close Corporation or Partnership/Consortium/Joint Venture or Sole Proprietor/Individual	
Trading as (if different from above)	
Company/Close Corporation registration number	
Postal address	Postal Code _____
Physical address	Postal Code _____
Contact details of the person duly authorized to represent the tenderer	Name: Mr/Mrs _____ Telephone: (_____) _____ Fax : (____) _____ Cellular Telephone: _____ E-mail Address: _____
Income Tax number	_____
Vat registration number	_____

2. TENDER OFFER

2.1 I, _____ (duly authorized to represent the tenderer for the purpose of this tender), hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached document to the Winnie Madikizela-Mandela Local Municipality (WMMLM) on the terms and conditions stipulated in this tender document and in accordance with the specification stipulated in this tender document and prices reflected in the price schedule.

2.2 The tenderer agrees that:

FUMIGATION/DISINFECTION SERVICES FOR 2 YEARS

- 2.2.1 the tender offer submitted shall remain valid, irrevocable and open for written acceptance by the WMMLM for a period 90 (ninety) days from the closing date or for such extended period as may be applicable;
- 2.2.2 the tender offer will not be withdrawn or amended during the aforesaid validity period;
- 2.2.3 Notwithstanding the above, the tenderer may submit a written request to the WMMLM after the closing date for permission to withdraw the tender offer. Such withdrawal will be permitted or refused at the sole discretion of the WMMLM after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in the written request for withdrawal;
- 2.2.4 should the tender offer be withdrawn in contravention of 2.2.1 to 2.2.3 above, the tenderer agrees that:
- a) it shall be liable to the WMMLM for any additional expense incurred by the MLM in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred by the invitation of new tenders and the subsequent acceptance or any other tender;
 - b) the WMMLM shall also have the right to recover such additional expenses by set-off against moneys which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for due fulfilment of this or any other tender or contract. Pending to ascertainment of the amount of such additional expenses, the WMMLM shall be entitled to retain such moneys, guarantee or deposit as security for any loss the WMMLM may suffer due to such withdrawal.
- 2.3 The tenderer agrees that this tender and its acceptance shall be subject to the terms and conditions contained in the WMMLM's Supply Chain Management Policy (SCM Policy) and Combating of Abuse of the Supply Chain Management System Policy ('Abuse Policy')

Signature : _____

Print name(s)

On behalf of the tenderer (duly authorized)

Date: _____

NAME OF THE PROJECT: FUMIGATION/DISINFECTION SERVICES FOR 2 YEARS

1. INTRODUCTION

The WMM Municipality is the local Municipality situated within the Alfred Nzo District Municipality, and in terms of the law it has an obligation to provide and maintain a working environment that is safe and without risks to the health of employees.

2. BACKGROUND OF THE PROJECT

The Winnie Madikizela Mandela Local Municipality has a mandatory obligation to ensure that their staff as well as the other stakeholders have a safe working environment. The project is going to be beneficial to the Municipal staff, Councillors, and the public.

3. AIMS OF THE PROJECT

To acquire required material for the control of the spread of COVID-19 within WMM LM

4. SCOPE OF THE WORK & LOCAL CONTENT

No.	Description	Qty	Unit Price	Total Price
1.	Fumigation of Municipal Offices four (4) times a year and or as and when there are special cases. Estimated square meters of all municipal buildings is 6194 and 42 municipal fleet.	1		
2.	Cleaning services of offices after every fumigation.	1		
3.	70% alcohol based hand sanitisers delivered in 5ltrs after every three (3) months and or on request.	80		
4.	Cloth masks delivered twice a year for an estimated 655 municipal employees. 100 of those masks to be branded with municipal logo.	1310		
5.	Surgical masks delivered four (4) times a year, 50 boxes (100 masks in a box) and as requested.	50		
6.	500 ml Sanitiser spray bottles X 50 delivered four (4) times a year.	50		

5. KEY DELIVERABLES

Order will be made only when the stock is required and the quantities will depend on the Municipality's need

6. EXPECTED OUTCOMES

- To provide the Winnie Madikizela Mandela Local Municipality with above mentioned material, as per the specification.
- The signing of an agreement with the appointed supplier.

7. KEY COMPETENCIES

7.1 Sound track record on provision of cleaning material

7.2 Bidders scored highest points will be required to provide samples of the material to be supplied with its specification.

7.2 Ability to provide as per the specification.

7.4 Capacity to meet deadlines as per the contractual obligation.

7.5 Bidders must be registered/listed on the Central Supplier Database.

8. PROJECT MANAGEMENT

8.1 The successful service provider will work very closely with the Supply Chain (Stores) section of the WMM LM

9. PROJECT TIMEFRAME

9.1 The service provider will supply for a period of 24 months.

10. PROJECT BUDGET

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10.1 Service providers must present a work plan and budget consistent with the amount of work as specified in the “scope of work”: including the monthly quotes.

11. EVALUATION CRITERIA

11.1 FUNCTIONALITY (100)

With regard to functionality the following criteria will be applicable, and the maximum SCORE of each criterion are indicated in brackets.

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
COMPANY EXPERIENCE (40)	<p>1. Company experience in supply and delivery of COVID- 19 precautionary equipment (Bidders are to provide appointment letter/Orders and reference letter of the same project. The reference letter must be signed by Project Manager/ Municipal Manager or a person at a Directorship level (20)</p> <p>✓ 4 and above appointment letters/orders and 4 and above reference letters = 50 points</p> <p>✓ 3 appointment letters/orders and 3</p>

	<p>reference letters = 40 points</p> <p>✓ 2 appointment letters/orders and 2 reference letters = 30 points</p> <p>✓ 1 appointment letter/order and 1 reference letter = 20 points</p> <p>✓ No appointment and reference letter = 0 points</p>
EXPERTISE	✓
Methodology	<p>-Scope of Work</p> <p>-Risk Management</p> <p>- Quality Management</p> <p>- Time Frames</p>

A Bidder that scores less than 70 points on functionality will be eliminated and will not be considered further.

10.2. POINTS AWARDED FOR PRICE AND B-BBEE CONTRIBUTION

The following preference point systems are applicable to this bids:

The 80/20 system for requirements with a Rand value below R50 000 000.00

The value of this bid is estimated to be below R50 000 000.00 and therefore the 80/20 system shall be applicable.

Points for this bid shall be awarded for:

Price and Preferential Procurement Framework Act

The points allocated for price will calculated as follows:

80/20 Preference point system [(for acquisition of services, works or goods with a Rand value below R1million) (all applicable taxes included).

Where

$P_s = 80 - 1 \times P_t - P_{min}$

P_{min}

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration P_{min} = Comparative price of lowest acceptable bid or offer.

Points scored will be rounded off to the nearest 2 decimal places. Step 2: Calculation of points for B-BBEE status level of contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of Contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	08
6	06

7	04
8	02
Non-compliant contributor	00

6.4 A bidders will not be disqualified from the bidding process if they did not submit a certificate substantiating the B-BBEE status level of contribution nor is a Non-compliant contributor but no BBEEE point will be allocated to such bidder. Bidders should submit an original or certified copy of BBEE certificate failing which; no point will be allocated to the bidder

The points scored for price will be added to the points scored for B-BBEE Status level of contribution to obtain the bidder's total points scored out of 100.

6.4 A bid will not be disqualified from the bidding process if the bidder has not submit a certificate substantiating the B-BBEE status level of contribution or is a Non-compliant contributor but no BBEEE point will be allocated to such bidder.

6.5 The points scored for price will be added to the points scored for B-BBEE Status level of contribution to obtain the bidder's total points scored out of 100.

VERY IMPORTANT:

IF ANY OF THE ABOVEMENTIONED DOCUMENTS ARE NOT SUBMITTED OR COMPLETED IN THEIR ENTIRETY, THE BIDDER WILL BE DEEMED TO BE NON-RESPONSIVE AND DISQUALIFIED

Total points for the price and BBEE contribution must not exceed 100

In evaluating and adjudicating the bid the following criteria will be considered:

- a. Compliance with bid requirement
- b. Evaluation of functionality
- c. Value for money
- d. PPPFA and associated regulations

FORM OF OFFER AND ACCEPTANCE

1.1 OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the supply and installation procurement of:

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The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....

..... Rand (in words);

R..... (in figures) (or other suitable wording)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

for the
tenderer

(Name and address of organization)

Name and
signature of
witness Date

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ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement

