



on the Go for Growth

ADVERT

BID NUMBER: WDM/2020/21-01

BID: LEASING OF OFFICE SPACE IN MOKOPANE TOWN

ADVERT DATE: 25 AND 27 OCTOBER 2020

CLOSING DATE: 04 DECEMBER 2020 AT 11H00AM

NAME OF TENDERER: _____

CONTACT PERSON: _____

TENDERED AMOUNT: _____

TENDERED AMOUNTS IN WORDS: _____

CELL NUMBER: _____

FAX NUMBER: _____

OFFICE NUMBER: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

A. INTRODUCTION

1. Invitation to tender:

Waterberg District Municipality (WDM) invites service providers to submit tenders for the **Leasing of Office space in Mokopane Town** described in the Specification document. Proposals received will be the basis for the contract negotiations and ultimately appointment of the suitable service provider. It is therefore important that service providers familiarise themselves with the municipality's processes and WDM supply chain management policy and to take them into account in preparing their proposal.

- ### 2. Service Providers must note that the costs of preparing the proposal and of negotiating the contract are not reimbursable and Waterberg District Municipality is not bound to accept any of the proposals submitted.
- ### 3. At any time before submission of the proposals, Waterberg District Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify these Specifications by amendments. The amendment will be sent in writing by facsimile or electronic mail to all registered consultants and will be binding on them. Waterberg District Municipality may at its discretion extend the deadline for the submission of proposals.

B. FINANCIAL PROPOSAL

In preparing the financial proposal, service providers are expected to take into account the requirements and the conditions of these Specifications. The financial proposal should list all costs associated with the project and relevant taxes. The proposal must be fixed cost and remain valid for **90 days** after the closing date of the tender submissions. The rate of exchange of this bid is not subject to any foreign currency and the prize must be firm.

C. NEGOTIATIONS

Negotiations to reach agreement on all points and sign a contract will be held at a time and place to be determined by the Waterberg District Municipality. Negotiations will include a discussion of the technical proposal, the proposed work plan and any suggestions made by the appointed service provider to improve the Terms of Reference. The agreed work plan,

service level agreement and final Terms of Reference will then be incorporated into the “Description of Services” and form part of the contract.

WDM reserves the right to increase or reduce the scope of work depending on the availability of financial resources.

D. SUBMISSION, RECEIPTING AND OPENING OF TENDER PROPOSAL

The proposal tender document shall be placed in a sealed envelope clearly marked “project name, project number and the closing date”. The envelope shall be deposited in the tender box at the municipality’s offices situated at:

HARRY GWALA STREET, MODIMOLLE

Note that any proposal received after the closing date and time for submission, will not be considered.

Enquiries regarding the bid may be directed to:

Technical Enquiries regarding the bid may be directed to: Tebogo Tshabalala

Contact details: Tel: 014 718 3300/25

Email: ttshabalala@waterberg.gov.za

AND

Administrative Enquiries to Supply Chain Unit: - George Matlou

Telephone number:-014 718 3352

E Mail: gmatlou@waterberg.gov.za

The proposal will be opened immediately after the closing time for submission. No bid outside the box will be accepted. At the proposal opening all service providers proposal will be read aloud and the proposal amount shall be made public and recorded.

WDM will take ownership of the outcomes and deliverables, thereby reserving the right to reproduce information from, copy and / or distribute such outcomes and deliverables without the prior consent of and / or reference to the service provider.

WATERBERG DISTRICT MUNICIPALITY

TERMS OF REFERENCE FOR: OFFICE SPACE ACCOMODATION IN MOKPANE TOWN

It is the intention of the Waterberg District Municipality to enter into a service agreement with a service provider that will carry out the services described hereunder. These Terms of Reference and the service provider's proposal will form the basis of the contract.

SECTION 1: DETAILS

Province	Limpopo
Municipality	Waterberg District Municipality
Project Name	Leasing of Office space in Mokopane Town

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from service providers who can provide Office space accommodation in Mokopane Town

SECTION 3: PROJECT DESCRIPTION

INTRODUCTION / BACKGROUND

Waterberg District Municipality is looking for service provider who can provide office space accommodation in Mokopane town for a period of 24 Months.

PURPOSE / OBJECTIVES OF THE PROJECT

To rent six (6) office space accommodation in Mokopane town.

SCOPE OF WORK

Office space accommodation in Mokopane Town

Items	Description	Quantity
1.	• Minimum of 18m² office space which can accommodate two officials	5
2.	• Minimum of 15m² office space which can accommodate one Head of Health services	1
3.	• Canteen/ Kitchen space	1
4.	• Ablution facilities	One for males and One for female
5.	• Parking space for vehicles with shade	11
6.	• Natural and artificial Ventilation	All offices
7.	• Water and Electricity included	
8.	• Cleaning and maintenance of the building	Daily
9.	• Office must cater for people living with disability	The Building
10.	• Emergency response plan	1
11	• The service provider must be allow the client(Waterberg District Municipality) to install its network systems	Once
12.	• Building equipped with firefighting equipment's(e.g. fire extinguishers and symbolic safety signs)	1

SECTION 4: PROJECT OUTCOMES/ OUTPUTS/ DELIVERABLES

Total of six office space accommodation. Five offices with a minimum space of 18m² and one office space with a minimum space of 15m²

SECTION 5: PROJECT COSTS / PRICING SCHEDULE AND PAYMENT MILESTONE

ITEMS	DESCRIPTION	QUANTITY	AMOUNT PER MONTH YEAR 1	AMOUNT PER MONTH YEAR 2
1.	Minimum of 18m² office space which can accommodate two officials	5		
2.	Minimum of 15m² office space which can accommodate one Head of Health services	1		
3.	Canteen/ Kitchen space	1		
4.	Ablution facilities	One for males and One for female		
5.	Parking space for vehicles with shade	11		
6.	Natural and artificial Ventilation	All offices		
7.	Water and Electricity included			
8.	Cleaning and maintenance of the building	Daily		
9.	Office must cater for people living with disability	The Building		
10.	Emergency response plan	1		

11	The service provider must allow the client(Waterberg District Municipality) to install its network systems	Once		
12.	Building equipped with firefighting equipment's(e.g. fire extinguishers and symbolic safety signs)	1		
		SUB TOTAL	R	R
		SUB TOTAL X 12 MONTHS	R	R
		VAT	R	R
		TOTAL	R	R
		TOTAL Y1 + Y2	R	

Service providers are expected to provide an estimate of prices in their proposal. The project cost must be inclusive of all chargeable costs to the municipality. The municipality will not pay any amount outside the projected/quoted amount, should the service provider under price.

The payment milestone will be agreed with the appointed Service Provider. The successful service provider will be remunerated in accordance with previously agreed upon milestones being achieved and in line with the Service Level Agreement (SLA), within 30 days period after presentation of an approved.

SECTION 6: SKILLS, EXPERTISE AND QUALIFICATION REQUIREMENTS

The successful service provider must have the necessary knowledge and experience in provision of office accommodation.

The municipality has the right to request to view the offices if deemed necessary after closing of the tender.

COMPANY EXPERIENCE (COMPULSORY)

EXPERIENCE OR REFERENCE LIST OF SIMILAR WORK SUCCESSFULLY COMPLETED

INSTITUTION NAME	PROJECT NAME /DESCRIPTION	VALUE OF PROJECT	PROJECT START & COMPLETION DATE	CONTACT PERSON & NUMBER	SUPPORTING DOCUMENT (appointment letter/order/etc)

Note:-Complete the table above on company experience.

NB! It is compulsory that service providers attach proof of similar project executed from institutions e.g. Appointment letter/ Official purchase order / letter from the institution indicating that the work was indeed executed successfully.

The Municipality has the right to score the service providers zero if the evidence is not attached / the referees indicated above are not traceable and they are unable to submit or recall the project as indicated above.

**PARTICULARS OF CONSULTANCY SERVICES PROVIDED TO AN ORGAN OF STATE
IN THE LAST FIVE YEARS**

INSTITUTION NAME	PROJECT NAME /DESCRIPTION	VALUE OF PROJECT	PROJECT START & COMPLETION DATE	CONTACT PERSON & NUMBER

ANY SIMILAR CONSULTANCY SERVICES PROVIDED TO AN ORGAN OF STATE IN THE LAST FIVE YEARS

[illegible]

COMPULSORY TABLE TO BE COMPLETED BY SERVICE PROVIDERS

Name	Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

SECTION 7: DELIVERY TIMEFRAME

The project is expected to be completed within **24(twenty four) months** from the date of the acceptance of the appointment letter and signing of the SLA. The Service Provider will be required to commence with the assignment immediately upon appointment

SECTION 8: REPORTING

The successful bidder will be expected to submit a detailed report to WDM on a monthly basis (1 copy to Project Manager and another copy to Supply Chain Management Unit). The monthly reports must be submitted not later than the 07th of every **month** after the awarding of the Bid by the Client/WDM. The service provider must report on monthly basis to WDM. During the monthly feedback meetings team and a project manager must be present in all meetings.

SECTION 9: PROJECT TEAM

CV's of the project team must be included in the proposal. Project team must be available for the whole implementation of the project. Declaration letters of availability of the team members must be attached, and in case of resignation of the member, the service provider must inform the municipality in writing. The resigned member must be replaced by a team member of the same stature in qualifications and experience.

SECTION 10: EVALUATION CRITERIA

Proposal will be evaluated on the basis of the PPPFA 80/20 point system as follows:

PRICE	80
BBBEE Status level of contributor	20

Proposal will be evaluated on the basis of PPPFA 80/20 point system. The 80/20 point system will be as follows:

Price Assessment	80
TOTAL	80

The formulae to be utilized in calculating points scored for price are as follows:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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 must be rounded off to the nearest 2 decimal places

Points for B-BBEE status level of contributor

Preferential Elements = 20

Final Proposal will be evaluated on the basis of PPPFA 80/20 point system. The 80/20 point system will be as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

The B-BBEE Status Level Verification Certificates submitted must be issued by the following agencies:

Bidders other than EME's and QSE's

- (a) Verification agencies accredited by SANAS; or
- (b) Registered auditors approved by IRBA.

Bidders who are EME's and QSE's

Must submit sworn affidavits or Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R10 000 000.00 or less and level of black ownership to claims points. **Attached hereto as follows:**

Annexure A- Sworn Affidavit – B-BBEE Exempt Micro Enterprise.

Annexure B - Sworn Affidavit – B-BBEE Qualifying Small Enterprise.

A bid will not be disqualified from the bidding process if the bidder did not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points for B-BBEE.

N.B! A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

1.3 Calculation of total points scored for price and B-BBEE status level of contribution

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

2 EVALUATION OF BIDS THAT SCORED EQUAL POINTS

- 2.1 In the event that two or more bids have scored equal total points, the successful bid must be the one that scored the highest points for B-BBEE.
- 2.2 If two or more bids have equal points, including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 2.3 In the event that two or more bids are equal in all respects, the award must be decided by the drawing of lots.

SELECTION CRITERIA

The following criteria in conjunction with accepted procurement criteria will be applied during the evaluation of the proposals to the Waterberg Municipality:

- A demonstrated understanding of the requirements of the brief;
- The strength of the company's ability to complete the job successfully.
- The strength of the creative material in meeting the objectives;
- Relevant and related experience of the team of people who will work on the project;
- The ability to deliver within the time frame set;

SERVICE LEVEL AGREEMENT

Once your Company has been selected, you will need to sign a contract which outlines the agreed duties of each party, as well as the required deliverables, remuneration, mutual delegations and terms and conditions of the appointment. The contract will be for the duration of the project including the liability period. The following considerations should be noted when contractual negotiations begin:

- Intellectual property
- Privacy of information
- Terms and conditions

REQUIRED BIDDER PROFILE:

A company profile should be submitted, while interested parties should also indicate in their proposals their expertise and capacity to undertake the project in question. Previous experience reference list with recent contacts telephone numbers must be attached.

PAYMENT:

Payment will be done against a fixed term contract according to Supply Chain Policy of Waterberg District Municipality, which must be inclusive of travelling and accommodation. All payments shall be made on the presentation of quality controlled; accepted, agreed deliverables and as per quotation. No variable cost not quantified will be allowed, all cost must be quantified unless the tender is of nature that cannot be quantified and it is stated as such in the financial proposal.

REFERENCES:

The proposal should include a client reference list with contact details and a brief description of projects successfully completed with clear indication of project awarded amounts, time frame and description of the relevant project.

Similar references of other district and local municipalities or provincial governments will be an added recommendation and/or advantage.

BID PROPOSAL:

The submission of bid proposals will close on as per the advert.

Note that all bid proposals are to be deposited into the bid box at Waterberg District Municipality, Harry Gwala Street, Modimolle, 0510.

No fax or email will be considered for the submission of the proposals.

ENQUIRIES:

General Enquiries regarding this request for proposals should be directed either by Telephone, or preferable/ advisable by E-mail to Mr. G Matlou available in Supply Chain Management Unit and contacts are as follows:

- E-mail address: gmatlou@waterberg.gov.za
- Tel. Number: (014) 718-3300/52

THE FOLLOWING BIDDING CONDITIONS WILL APPLY:

- Price(s) quoted must be valid for at least ninety (90) days from the closing date of the tender;
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered) and detailed price schedule must be attached;
- Municipal accounts for the physical address of the business and residential addresses of each of its shareholders. The municipal accounts submitted may not be older than 2 months from the closing date of tender.
 - If the proof submitted is not in the name of the company or shareholder, written explanations and evidence must be attached indicating how the proof submitted relates to the said business or shareholder;
 - In cases where the address of the business or shareholder is not through ownership but through a lease agreement, a copy of municipal account for the owner of the building must be attached as well as a copy of the lease agreement with the said business or shareholder;
 - Evidence of the Physical addresses of business and shareholders must be attached if not evident from the municipal account;
- This should provide clear evidence that the municipal accounts of the business' address and the residential addresses of every individual shareholder are not in arrears for more than 90 days;
- Copy of Valid Tax Clearance Status PIN (Bids received with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days).
- Tender proposal will be evaluated on PPPFA 80/20 points system;
- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the scope of work;
- No pricing options will be allowed, only one price must be submitted by the tendering service provider;
- Contactable Reference list of previous **completed and ongoing** projects must be attached. Contactable reference list must comprise of the following information: - **project name, scope / description of appointment, company tendered for, tendered amount, appointment date, contactable references with telephone numbers and completion date.**
 - The most relevant and recent projects should be summarized on the tender document template and additional projects and explanations may be included as a separate attachment to the tender document;
 - A letter or other evidence (appointment letter/ purchase order) from the reference institution indicating that the project was successfully completed should be submitted as evidence. If not submitted, WDM reserve the right to not consider the project during evaluation of experience;

- The scope description should be an exact, but very short description of the specific goods or services provided, not vague or in general. E.g. not just “maintenance” / “repairs” / “work”, but what type of “__ maintenance” / “__ repairs” / “__ work”.
- Form must be signed in black ink (no pencil is allowed or other colour);
- All MBD Forms must be completed and signed in black ink;
- In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed by both parties and be attached;
- Any alterations on the proposals or the tender document must be initialed.
- Certified Copy of BBEE certificate / sworn affidavit (If applicable)
- Proof of registration of Central Supplier Database
- Copy of Occupation Certificate issued by the local municipality must be attached

Note: Failure to comply with any of the above-mentioned conditions will be an automatic disqualification.

The shortlisted companies and the directors or shareholders will be subjected to clearance or verification tests that the institution might deem necessary. Also note that the reference list attached might be contacted for verification process on the municipality's discretion.

RECOMMENDED:-

ALL INTERESTED SERVICE PROVIDERS ARE ADVISED TO **NUMBER** THEIR PROPOSALS NEATLY, ATTACH ALL NECESSARY DOCUMENTS, INCLUDE A **CONTENT PAGE** OF THE PROPOSAL AND **BIND** THEM INCLUDING THE MUNICIPALITY TENDER DOCUMENT.

CHECKLIST ON MINIMUM REQUIREMENTS

No.	MINIMUM REQUIREMENTS	TICK	COMMENT IF NOT ATTACHED
COMPULSORY			
1.	Copy of Valid Tax Clearance Status PIN		
2.	All MBD Forms must be completed and signed		
3.	Municipal account of the company and shareholders which is not in arrears for more than 90 days (see detailed explanation under “Conditions”).		
4.	Detailed price schedule as per the full scope of work (compliance to specification)		
5.	Any alterations must be initialed		
6.	Form must be signed in black ink		
7.	Price(s) quoted is valid for at least ninety (90) days from the closing date of tender		
8.	Initial each page of NT Conditions of Contract		
9.	Proof of registration of Central Supplier Database		

10.	Copy of Occupation Certificate issued by the local municipality must be attached		
IF APPLICABLE			
1.	In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed.		
2.	Proof of shareholders disability		
3.	Registration with recognized Council Body		
ZERO SCORE IF NOT SUBMITTED			
1.	Curriculum Vitae (CV's) of the Team members with certified copies of qualifications, ID's, years of relevant experience on similar projects and projects names.		
2.	Contactable Reference, List of previous completed and ongoing projects (see detailed explanation under "Conditions").		
3.	Company Profile (Indicating Shareholding, core business, experience, etc.)		
4.	Certified Valid BBBEE Certificate or Certified sworn affidavit with the status level verification for EME's or QSE. Refer to paragraph 1.2 of the specifications.		

Note: Failure to comply with any of the conditions will be an automatic disqualification

The bidder certify that the information furnished is true and correct in all respect.

Service provider / representative

Signature