



on the Go for Growth

BID NUMBER: 2020/21-03
BID: SUPPLY AND DELIVERY OF PPE, DECONTAMINATION OF
BUILDINGS AND VEHICLES FOR COVID 19
ADVERT DATE: 25 AND 27 OCTOBER 2020
CLOSING DATE: 04 DECEMBER 2020

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 submit proposals:

Waterberg District Municipality (WDM) invites service providers to submit proposals for supply and delivery of PPE, decontamination of buildings and vehicles for COVID 19 as 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:

Mr MEK Mothata

Telephone Number: 014 718 3338

kmothata@waterberg.gov.za

AND

Administrative Enquiries to Supply Chain Unit: - George Matlou

Telephone number:-014 718 3352

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 THE SUPPLY, DELIVERY OF PPE, DECONTAMINATION OF BUILDINGS AND VEHICLES FOR COVID 19.

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	Supply, Delivery of PPE, Decontamination of Buildings and Vehicles for COVID19
Location	Waterberg District Municipality

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from service providers who have the necessary stature, extensive experience and qualifications for the Supply, Delivery of PPE, Decontamination of Buildings and Vehicles for COVID 19 to WDM.

SECTION 3: PROJECT DESCRIPTION

INTRODUCTION / BACKGROUND

The President of South Africa has declared a national state of disaster due to the COVID 19 pandemic. WDM takes care of the employee wellness, health and safety. The Occupational Health and Safety Act (1993) sections 8, 9, 10 and 14 read with the General Safety Regulations states that the employer shall ensure that employees are provided with relevant safety equipment and facilities to mitigate any form of hazards that can be posed by the job situation. The COVID 19 pandemic requires that more than the PPE to be delivered WDM should also decontaminate/ fumigate all buildings and vehicles to mitigate the extent of the damage that can be caused. It is further the responsibility of the employer to enforce that same protective clothing is used accordingly.

WDM intends to appoint one(1) service provider for the Supply and Delivery of PPE and Decontamination of buildings and vehicles for COVID 19.

PURPOSE / OBJECTIVES OF THE PROJECT

In general the purpose of the project is to appoint One (1) service provider who can supply and deliver PPE and decontaminate buildings and vehicles as specified.

SCOPE OF WORK

This tender makes a provision for the appointment of a service provider to supply and deliver PPE and decontamination of buildings and vehicles to Waterberg District Municipality for a period of thirty six (36) months.

Item	Description: Decontamination/ Fumigation of buildings			Quantity
1	WDM buildings and Waterberg District Tribal Council Offices			1
2.	WDM vehicles			Quantity
	• SEDAN			1
	• LDV			1
	• TRAILER			1
	• FIREFIGHTING VEHICLE			1
	• FIREFIGHTING TRUCK			1
	TRANSPORT			
	Transport within Waterberg District Municipality. Point of depature should always be Modimolle.			1
3.	PPE			Quantity
	Product	Product Description	WHO Standard/description	
3.1	Sagical mask (patient)	Mask, face,aseptic, fluid resistant, molded, blue (3ply), good breathability, internal external faces should be clearly identified. Type 1, with ear loops or tie on.	EN14683 including type 1 -ASTM F2100 minimum level 1 or equivalent	Box of 50
3.2	Surgical	Mask, face,aseptic, fluid	EUMDD directive	Box of 50

	Masks (health care worker	resistant, molded, blue (3ply), good breathability, internal external faces should be clearly identified. Type 2, or highy	93/42/EEC category 3 or equivalent. EN14683 type II, IR,3IR. ASTMF2100 minimum level or equivalent.	
3.3	Mask respirat or	N95 or FFP2 mask respirator/dust mask or higher. Good breaterbility with desin that doesn't collapse against the mouth. (e.g. duck bill or cup shaped)	minimum "N95" respirator according to FDA class 2 under 21 CFR 878,4040,and CDC NiOSH, or -Minimum FFP2 according to EN149, EU PPE – regulation 2016/425 category IIR, or equivalent	Box of 10 pieces
3.4	Apron	straight apron with bib, fabric 100% polyester with PVC coating or 100% PVC or 100% rubber or other fluid resistant coated material. Water proof, sewn strap for neck and back fasterning. Minimum basis weight : 300g /per m2, covering size: 70 – 90 cm (width) x 120 to 150 cm (height). Reusable (provided appropriate arrangement for decontamination are in place)	EN ISO13688 -EN 14126/B and partial protection (EN13034 or EN14605) -EN343 for water or breatherbility equivalent.	Box of 100 pieces
3.5	Eye protecti on	googles, good seal with the skin of the face, flexible PVC frame to easily fit with all face contours with even pressure, enclose eyes and the sorounding areas, accommodate wearers with prescription glasses clear plastic leans with fog and scratch resistance treatment, adjustable bands to secure firmly so as not to	EU PPE regulation 2016/425 -EN166 ANSI/ISEA Z87.1 or equivalent.	1

		become loose during clinical activity, indirect venting to avoid fogging. Maybe reusable (provided appropriate arrangement for decontamination are in place) or disposable.		
3.6	Visor/face shield	made of clear plastic and providing good visibility to both the wearer and the patient. Adjustable bands to adjust firmly around the head and fit snugly against the forehead, fog resistance (preferable). Completely cover the sides and length of the face. Maybe reusable (made of robust material which can be cleaned and disinfected) or disposable.	EU PPE regulation 2016/425 -EN166 -ANSI/ISEA Z87.1 or equivalent.	1
3.7	Gowns	isolation gown. Protective 3 layers of spanbond meltblown spanbound fabric (top layer of spanbound polypropylene, a middle layer of layer of polypropylene and a bottom layer of meltblown polypropylene for light fluid contact and contact isolation elastic cuff, take/tab neck closure tie waist, non sterile. Dimensions : large Length : (from shoulder to hem) 116cm Sleeve length : (from shoulder to wrist) 56cm Belt length: 167cm, belt width: 5cm, belt place : (neck to top of belt) 38cm	-EU PPE regulation 2016/425 and EU MDD directive 93/42/EEC -FD class I or II medical device or equivalent -EN13795 any performance level, or AAMI PV70 all levels acceptable, or equivalent.	1
3.8	Gowns	Gowns – gown, segical, non-woven polypropylene plus 54g – m sleeves + - 66g per m. long sleeves with cuffs. Reinforced in chest and forearm areas. Resistant to liquid	EU PPE regulation 2016/425 and EU MDD directive 93/42/EEC. -FDA class I, or II medical device, or equivalent. EN13795 any	1

		penetration. Lint free, non flammable, bacteria barrier efficiency to comply SANS53795, compliance certificate to be submitted, sterile, individual double peel packed	performance level, or -AAMI PB70 all levels acceptable, or equivalent.	
3.9	Coveralls	protective cover body suits, disposable medium, large, x-large, xx-large, xxx-large	Tunic/tops, woven, scrubs, reusable or single use, short sleeved (tunic/tops) worn underneath the coveralls or gown. Trousers/pants, woven, scrubs, reusable or single use, worn underneath the coveralls or gown	1
3.10	Boot covers	over shoe, non/woven, single use. To be made from durable, water repellant, opaque material seam free under sole. Elasticated opening. Suitable for all size shoes		Box of 100 pieces
3.11	Digital thermometer	digital body thermometer infrared non contact		1
3.12	Sanitizers and disinfectants	sanitizer, with not less than 70% alcohol must comply to WHO/recommended hand rub formulations		Liter
3.13	Disinfectants	sanitizer, with not less than 70% alcohol must comply to WHO/recommended hand rub formulations		Liter
3.14	Biohazard bags	Bright red color PP bags are easy to open and are used to dispose used microtips, tubes and other plastic products	Disposal bag for biohazard waste, 30 x 50 cm, with "biohazard" print, autoclavable polypropylene. 50 or 70 micron thickness	1
3.15	Body bags	manufactured from 280 micron reinforced PVC, both ends are stitched and sealed to prevent any		1

		leakage, there must be 3 handles on each side with a full length curved zip, all handles must be stitched using polycotton corespun polished 36 thread and box stitching dimensions are all 4cm by 3 cm. the dimensions are as follows: length: 4cm by 3cm with 1m, zip: 1.8m, sizes: (child, small, medium, large, x-large)		
3.16	Examinations gloves, non – sterile	Gloves – segical or examination/nitrile, powder /free, sterile, single use. Gloves should have long cuffs, reaching well above the wrist, ideally to mid – forearm. Sizes: small, medium, large.	EU MDD directives 93/42/EEC category III, -EU PPE regulation 2016/425 category III. -EN 455, -EN 374 -ANSI/ISEA 105, -ASTM D6319 or equivalent.	Box of 100 gloves
3.17	Gloves, examination or surgical, sterile	Gloves – surgical or examination- nitrile, powder free, sterile, single – use. Gloves should have long cuffs reaching well above the wrist, ideally to mid forearm. Size: small, medium, large	EU MDD directives 93/42/EEC category III, -EU PPE regulation 2016/425 category III. -EN 455, ANSI/ISEA 105, -ASTM D6319 or equivalent.	Box of 100 gloves
3.18	Cloth mask(with WDM logo)	3 layers of fabric (as per the DTIC guidelines and specifications).		1
3.19	500 ml bottle	Plastic bottle with spray caps (empty)		

SECTION 4: PROJECT OUTCOMES/ OUTPUTS/ DELIVERABLES

Supply and deliver PPE and decontamination of buildings and vehicles to Waterberg District Municipality for a period of thirty six (36) months

SECTION 5: PROJECT COSTS / PRICING SCHEDULE AND PAYMENT MILESTONE

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

Item	Description: Decontamination/Fumigation of buildings	Quantity	Unit price per square meter Year 1	Unit price per square meter Year 2	Unit price per square meter Year 3
1	WDM buildings and Waterberg District Tribal Council Offices	1			
2.	WDM vehicles	Quantity	Unit price per vehicle. Year 1	Unit price per vehicle. Year 2	Unit price per vehicle. Year 3
	• SEDAN	1			
	• LDV	1			
	• TRAILER	1			
	• FIREFIGHTING VEHICLE	1			
	• FIREFIGHTING TRUCK	1			

	TRANSPORT		Quantity	Unit price per Kilometer. Year 1	Unit price per square meter. Year 2		Unit price per square meter. Year 3	
	Transport within Waterberg District Municipality. Point of depature should always be Modimolle.		1					
				R	R		R	
					SUB TOTAL A Y1 +Y2+Y3		R	
					VAT		R	
					TOTAL A		R	
3.	PPE			Quantity	Unit price per item. Year 1	Unit price per item year 2	Unit price per item. Year 3	Stipulated Minimum Local content threshold In %
	Product	Product Description	WHO Standard /description					
3.1	Surgical mask (patient)	Mask, face,aseptic, fluid resistant, molded, blue (3ply), good breathability, internal external faces should be clearly identified. Type 1,	EN14683 including type 1 -ASTM F2100 minimum level 1 or equivalent	Box of 50				100

		with ear loops or tie on.						
3.2	Surgical Masks (health care worker	Mask, face, aseptic, fluid resistant, molded, blue (3ply), good breathability, internal external faces should be clearly identified. Type 2, or highy	EUMD D directive 93/42/EC category 3 or equivalent. EN14683 type II, IR, 3IR. ASTM F2100 minimum level or equivalent.	Box of 50				100
3.3	Mask respirator	N95 or FFP2 mask respirator /dust mask or higher. Good breaterbilty with desin that doesn't collapse against the mouth. (e.g. duck bill or cup shaped)	minimum "N95" respirator according to FDA class 2 under 21 CFR 878,4040 ,and CDC NiOSH, or - Minimum FFP2 accordin	Box of 10 pieces				100

			g to EN149, EU PPE – regulatio n 2016/42 5 category IIR, or equivale nt					
3.4	Apron	straight apron with bib, fabric 100% polyester with PVC coating or 100% PVC or 100% rubber or other fluid resistant coated material. Water proof, sewn strap for neck and back fasterning . Minimum basis weight : 300g /per m2, covering size: 70 – 90 cm (width) x	EN ISO1368 8 -EN 14126/B and partial protectio n (EN130 34 or EN1460 5) -EN343 for water or breather bility equivale nt.	Box of 100 pieces				100

		120 to 150 cm (height). Reusable (provided appropriate arrangement for decontamination are in place)						
3.5	Eye protection	goggles, good seal with the skin of the face, flexible PVC frame to easily fit with all face contours with even pressure, enclose eyes and the surrounding areas, accommodate wearers with prescription glasses clear plastic lenses with fog and scratch resistance treatment, adjustable	EU PPE regulation 2016/425 -EN166 ANSI/ISEA Z87.1 or equivalent.	1				80

		bands to secure firmly so as not to become loose during clinical activity, indirect venting to avoid fogging. Maybe reusable (provided appropriate arrangement for decontamination are in place) or disposable.						
3.6	Visor/face shield	made of clear plastic and providing good visibility to both the wearer and the patient. Adjustable bands to adjust firmly around the head and fit snugly against the	EU PPE regulation 2016/425 -EN166 - ANSI/ISEA Z87.1 or equivalent.	1				100

		forehead, fog resistance (preferable). Completely cover the sides and length of the face. Maybe reusable (made of robust material which can be cleaned and disinfected) or disposable.						
3.7	Gowns	isolation gown. Protective 3 layers of spanbond meltblown spanbond fabric (top layer of spanbond polypropylene, a middle layer of polypropylene and a bottom layer of meltdown polypropylene).	-EU PPE regulation 2016/425 and EU MDD directive 93/42/EEC -FD class I or II medical device or equivalent - EN1379	1				100

		lene for light fluid contact and contact isolation elastic cuff, take/tab neck closure tie weist, non sterile. Demensio ns : large Length : (from shoulder to hem) 116cm Sleeve lenth : (from shoulder to wrist) 56cm Belt length: 167cm, belt width: 5cm, belt place : (neck to top of belt) 38cm	5 any perform ance level, or AAMI PV70 all levels acceptab le, or equivale nt.					
3.8	Gowns	Gowns – gown, segical, non-woven polyprop olyne plus 54g– m sleeves+- 66g per m. long	EU PPE regulatio n 2016/42 5 and EU MDD directive 93/42/E EC.	1				100

		sleeves with cuffs. Reinforced in chest and forearm areas. Resistant to liquid penetration. Lint free, non flammable, bacteria barrier efficiency to comply SANS53795, compliance certificate to be submitted, sterile, individual double peel packed	-FDA class I, or II medical device, or equivalent. EN13795 any performance level, or -AAMI PB70 all levels acceptable, or equivalent.					
3.9	Coveralls	protective cover body suits, disposable medium, large, x-large, xx-large, xxx-large	Tunic/tops, woven, scrubs, reusable or single use, short sleeved (tunic/tops) worn underneath the coveralls or gown. Trouser/pants,	1				100

			woven, scrubs, reusable or single use, worn underneath the coveralls or gown					
3.10	Boot covers	over shoe, non/woven, single use. To be made from durable, water repellant, opaque material seam free under sole. Elasticated opening. Suitable for all size shoes		Box of 100 pieces				100
3.11	Digital thermometer	digital body thermometer infrared non contact		1				
3.12	Sanitizers	sanitizer, with not less than 70% alcohol must comply to WHO/recommend		Liter				90

		ed hand rub formulati ons						
3.13	Disinfectants			Liter				80
3.14	Biohazard bags	Bright red color PP bags are easy to open and are used to dispose used microtips, tubes and other plastic products	Disposal bag for biohazard waste, 30 x 50 cm, with “biohazard” print, autoclav able polyprop ylene. 50 or 70 micron thicknes s	1				100
3.15	Body bags	manufact ured from 280 micron reinforces PVC, both ends are stitched and sealed to prevent any leakage, there must be 3 handles on each side with a full length curved zip, all		1				100

		handles must box stitched using polycotton corespun polished 36 tread and box stitching dimensions are all 4cm by 3 cm. the dimensions are as follows: length: 4cm by 3cm with 1m, zip: 1.8m, sizes: (child, small, medium, large, x-large						
3.16	Examination gloves, non-sterile	Gloves – segelal or examination/nitrile, powder/free, sterile, single use. Gloves should have long cuffs, reaching well above the wrist, ideally to mid – forearm.	EU MDD directives 93/42/EEC category III, -EU PPE regulation 2016/425 category III. -EN	Box of 100 gloves				100

		Sizes: small, medium, large.	455, -EN 374 - ANSI/I SEA 105, -ASTM D6319 or equivale nt.					
3.17	Gloves, examination or surgical, sterile	Gloves – surgical or examinati on- nitrile, powder free, sterile, single – use. Gloves should have long cuffs reaching well above the wrist, ideally to mid forearm. Size: small, medium, large	EU MDD directive s 93/42/E EC category III, -EU PPE regulatio n 2016/42 5 category III. -EN 455, ANSI/I SEA 105, -ASTM D6319 or equivale nt.	Box of 100 gloves				100
3.18	Cloth mask(with WDM logo)	3 layers of fabric (as per the DTIC guidelines and		1				100

		specifications).						
3.19	500 ml bottle	Plastic bottle with spray caps (empty)						
					R	R	R	
						SUB TOTAL B Y1+Y2+Y3		R
						VAT		R
						TOTAL B		R
						GRAND TOTAL A +B		R

SECTION 6: SKILLS ,EXPERTISE AND QUALIFICATION REQUIREMENTS

The successful service provider's project team members must have the relevant experience for the project.

Knowledgeable of good quality and PPE.

The municipality has the right to request a presentation or submission of samples 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. It is the responsibility of the service provider to ensure that the contact person and number given for the project executed are still available for verification.

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

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

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 in **thirty six (36) months** from the date of the acceptance of the appointment letter. The service provider will be required to commence with the assignment immediately upon appointment and must supply the municipality with a detailed revised work schedule with time frames. It is required that the successful service provider comply with this requirements. The contract will be for a period of Thirty six (36) months starting from the date the of signing the SLA. The Client will have the right to terminate the contract due to poor performance when deemed necessary.

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 on progress made. During the monthly feedback meetings team and a project manager must be present in all meetings.

SECTION 09: 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 qualifications and experience. The CV's must include years of experience in related projects, including project names and contactable reference list.

SECTION 10:- EVALUATION CRITERIA

Proposal will be evaluated on the basis of the PPPFA 80/20 point system.

The 80/20 point system will be as follows:

FUNCTIONALITY	100
PRICE	80
BBBEE	20

Firstly Service Providers will be evaluated in terms as part of the minimum requirements before evaluated on local content as follows:-

LOCAL CONTENT

DESIGNATED SECTOR	Stipulated minimum threshold
PERSONAL PROTECTIVE EQUIPMENT	As indicated on the pricing schedule: section 5

The exchange rate published by the SARB at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid must be used.

Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x must be used to calculate local content. The following formula to calculate local content must be disclosed in the bid documentation:

The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:201x as follows:

$$LC = 1 - \left(\frac{x}{y} \right) * 100$$

Where:

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

Functionality Assessment

FUNCTIONAL AREAS	SCORE
Company Experience	100
Total	100

FUNCTIONALITY BREAKDOWN

COMPANY EXPERIENCE (SUPPLY AND DELIVERY OF PPE)	SCORES
5 or more completed project	100
4 completed project	90
3 completed project	80
2 completed project	70
less than 2 completed project	00

A. N.B! The minimum cut-off points for functionality is 70 points out of 100 points and any bidder scoring less than 70 points will not be considered for further evaluation.

Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 70 points will then be evaluated in terms of price with 80 points. (Note points for functionality and price will not be combined).

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

Price Assessment	80
Preferential Elements-BBEE	20
TOTAL	100

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

1.2 Points for B-BBEE status level of contributor

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

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	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:

- Only locally produced or locally manufactured goods, works and services with a stipulated minimum threshold for local production and content will be considered.
 - If the raw material or input to be used for a specific item is not available locally, bidders should obtain **written authorisation from the dti** should there be a need to import such raw material or input; and
 - A copy of **the authorisation letter must be submitted together with the bid document** at the closing date and time of the bid.
- 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

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		
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.		
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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