

AMAJUBA DISTRICT MUNICIPALITY
P2024/01
INVITATION TO REGISTER ON THE DATABASE FOR PANEL FOR THE PROVISION OF
GENERATOR SERVICES FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED

The Amajuba District Municipality hereby invites service providers with a generator capacity of 15KVA and above to be registered on the database of Amajuba District for the provision of generator services as and when required. The database will assist the municipality to have continuous power supply to have continuous water supply and other rendered services to the community within Amajuba DM areas. The service providers must be registered on the Central Supplier Database (CSD).

Bid documents will be emailed to the bidder upon producing proof of payment of a non-refundable fee of R500.00 per document. Deposits must be made into the Amajuba District Municipality bank account: Standard Bank Account N° 062156624 with the reference number **P2024/01**. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 12 April 2024** to khethiwem@amajuba.gov.za Evaluation of applications will be done on bid companies that submitted their proof of payment before the closing date 12h00, 12 April 2024. Cash payments are not accepted at the Amajuba District Municipality office.

Bidders are required to submit an original tax clearance or income tax reference number, security pin and TCC number. Bids will be evaluated on price and functionality according to ADM SCM policy where 80/20 points system will be applied wherein 80 points are for price and 20 for specific goals.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification documents
<u>HDI Points:</u> 1. Business owned more than 50% by black person. 2. Gender = Female 3. Youth 4. Disability <u>Specific goals:</u> 5. Promotion of business located within Amajuba District Municipality	5 5	1. CSD Report/ company registration certificate 2. ID copies/CSD report 3. ID copies/CSD report Attached municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is not older than 3 months

Completed applications in sealed envelopes endorsed “**P2024/01: Database for the provision of generator Services**” must be deposited in the Municipality’s tender box located at the Reception of the Amajuba District Municipality, B9356 Amajuba Road, Section1, Madadeni, 2951 on or before the closing date, whereby applications will be opened in public. Applications that are not clearly marked, received after the due date and time will not be considered. All technical enquiries must be directed to **Sifiso Cele** on 034 329 7200 or by email sifisoc@amajuba.gov.za and for enquiries regarding the Supply Chain Management procedures, kindly contact **Sabelo Zulu** on 034 329 7200 or by email: sabeloz@amajuba.gov.za

.....
Closing date: Monday, 15 April 2024 @12h00 noon

Mr. PM MANQELE
MUNICIPAL MANAGER





TERMS OF REFERENCE FOR PANEL OF GENERATORS AND ASSOCIATED SERVICES SERVICES AS AND WHEN REQUIRED.

1. BACKGROUND

Amajuba District Municipality is looking for service providers with a generator capacity of 15KVA and above to register on the Amajuba District Municipality's database panel of service providers for the provision of generator services within Amajuba District areas as and when required. The validity of the service providers' existence on the panel of service providers shall be for the period of three (3) years. The request is hereby made for the submission of service provider profile for registration in the Amajuba District panel of generators.

2. OBJECTIVES

Amajuba District Municipality intends to act urgently on power outages to have continuous power supply for water supply and other rendered services to the community in the Amajuba District. The Water Services Act provides that: Everyone has a right of access to basic water supply and sanitation services; Every water services institution must take steps to realize these rights; Every municipality must plan its water services development plan to realize these rights.

3. REQUIREMENTS

Certified proof of ownership for the generator with an engine number or session agreement with an owner of generator if it is not under the name of appointed service provider or Logbook if mounted in the trailer.

4. SCOPE OF CONTRACT

The purpose of this request is to appoint a panel of service providers for the provision of generator as and when required to Amajuba District Municipality. All maintenance and operation to be under the responsibility of the service provider.

5. PANEL VALIDITY PERIOD.

The panel listing validity period is valid for 36 months.

6. HEALTH AND SAFETY

6.1.1. Occupational Health and Safety Act 1994 (Act No. 85 of 1993)

- 6.1.1.1.** The Service Provider shall comply with the Occupational Health and Safety 1994(Act no. 85 of 1993)
- 6.1.1.2.** All the works included in this Contract shall, for the purpose of complying with the OHS Act and the Construction regulation, be deemed to be “construction work”.
- 6.1.1.3.** It should be noted that, with a few exceptions, the Standard Specifications and the Project Specifications are “product specifications” and not “method specifications”. As the method of construction to be used are generally determined by the Service Provider, detailed safety requirements applicable to all the operations to be carried out on Site are not provided in the project documentation. The Service Provider shall apply all the relevant safety requirements to the work methods and materials used.
- 6.1.1.4.** Extreme care must be taken to prevent any damage. Amajuba DM will not be liable for any damage or whatsoever caused by service providers generator. Between service provider and the municipality, whoever causes the damage is liable for cost of repairs.
- 6.1.1.5.** Grass cutting around generator and other relevant infrastructure.
- 6.1.1.6.** Provision of shelter that protects against sunlight and any other nature of weather condition.

6.1.1.7. Provide any kind of demarcation security and locks.

6.1.1.8. Safety signs

6.1.2. Supply all equipment.

Any generator that complies with regulation standards and current required specification. Service Providers are to supply all equipment required to undertake and complete the work as specified and no additional payments will be made.

6.1.3. Damage to infrastructure

The apparatus and methods used shall not cause any damage to pipes, manholes, property or fixtures and any damage as may be caused, will be repaired by the Council at the Service Provider's expense.

6.1.4. Cease work.

The Council's representative may instruct the Service Provider to cease work if the desilting method is deemed to be unsatisfactory, a danger or inconvenience to the public.

6.1.5. Office Hours

Site office hours are 07h30-16h15 on weekdays for administration purposes.

6.1.6. Subcontract

No subcontracting will be allowed.

6.1.7. Signing off- of task

The Service Provider shall, prior to departure from site, advice the relevant Council representative of completion of the task. The Council representative will have sole discretion if the work has been

completed satisfactorily and will be required to sign off the worksheet for the task.

7. PANEL EVALUATION

The panel submissions will be evaluated on functionality based on the criteria indicated in the table below.

DETAILED BREAKDOWN OF QUALITY POINTS			
Criteria	Max Points	Sub-criteria	Allocation of points
Demonstrated relevant experience	20	1. Relevant experience on similar work / project within the past 10 years. Appointment letters /orders to be attached as proof with traceable details.	
		1.1 Above five projects (6 and up)	20
		1.2 Between three and five projects (3-5)	15

8. LISTING CRITERIA

8.1 Bids that score less than 15 points will not be listed on the approved panel of generator services.

8.2 Appointment letters will be issued to all qualifying panel members and this appointment does not guarantee an appointment for procurement.

9. AWARDING OF QUOTATION

9.1 The request for quotations/bids will be sent to all members of the panel as and when required.

9.2 The 80/20 preference points system will be used to award quotations/bids in line with the municipality Supply Chain Policy.

10. RETURNABLE DOCUMENTS.

Service providers are required to submit the following:

- Certified ID copies of all members/directors of company or sole proprietor
- Bank details (together with an original cancelled cheque/ bank stamp or original letter from financial institution)
- Certified copies of proof of licensing and ownership.
- All Municipal Bid Documents (MBD) must be completed and returned, where applicable.
- Copy of CSD (Central Supplier Database).
- Copy of company registration documents.
- For Joint Venture Agreements, attach the CK's of each of the joint venture members (if applicable)
- ID(s) copies of company director(s).
- Copy of current municipal account for all Director/s and Company, not owing more than 90 days or copy of lease agreement from the relevant leasing authority. If the business is operated from the residence of one of the Director/s, an original affidavit, certified, must be submitted stating the address of the premises from your local SAPS office. In a case where the directors are not liable for the payment of rates/taxes, an affidavit commissioned by SAPS stating that the director is not liable for the payment of rates must be submitted. In case the director does not own property/is a tenant, leasing agreement should be submitted to confirm the place of residence. Tenders who are not registered with any municipality for the payment of rates and services due to their location may submit proof of residence / business address certified by a Municipal Councilor, but only if the residence is the same address as the business address, accompanied by an affidavit commissioned by SAPS.
- If the bidder's place of work or the address is in rural settlement under traditional council, the bidder must submit the proof of resident certified by the traditional council leader and proof of resident certified by ward councilor.
- Printed copy of SARS Tax Pin for further verification.
- Completed and signed Municipal Bidding Document attached to the tender document.

TERMS OF REFERENCE APPROVED BY

**MUNICIPAL MANAGER
MR P. M MANQELE**