

BID NOTICE AND INVITATION TO BID
BID NO: NLM/BTO/PPGCFARIA/2023/2024

PROVISION FOR PREPARATION OF GRAP COMPLIANT FIXED ASSET REGISTER FOR IMMOVABLE ASSETS FOR A PERIOD OF TWO (2) YEARS.

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider that will provide services for the preparation of GRAP compliant fixed asset register for immovable assets for a period of two (2) years.

A detailed specification will be attached to the tender document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session. A non-refundable cash payment of R200.00 is required upon collection of the tender document.

EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250 (First National Bank)
- **Branch Code:** 250035
- **Reference:** PPGCFARIA & Company Name

A compulsory briefing meeting/session has been scheduled for the 26th April 2024 at 09H00, at Ntabankulu Local Municipality main boardroom.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked "PROVISION FOR PREPARATION OF GRAP COMPLIANT FIXED ASSET REGISTER FOR IMMOVABLE ASSETS FOR A PERIOD OF TWO (2) YEARS".

, BID NO: "NLM/BTO/PPGCFARIA/2023/2024" in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on the 9th May 2024, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the bid document:

- Valid SARS Tax compliance pin
- MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)
- Proof of company registration
- Original Certified ID copies for the entity owner/s
- Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit
- NB. All certification must not be more than 3 months old and must be in its original format.
- Proof of municipal rates clearance for the company and director of the company or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based.

- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non-registration will be regarded as non-responsive and be disqualified from the bid. Central Supplier Database report must be submitted.

NB. Tender documents must be filled/completed in its original format; no copies will be accepted.

Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.

Stage 1 Technical or Functionality Evaluation

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of evaluation	Points allocated
<p>Bidder has successfully completed project (GRAP Compliant Immovable Asset Register) with unqualified audit opinion.</p> <p>The service provider should also include the name of project, deliverables, of their listed services.</p> <ul style="list-style-type: none"> • 4 appointment letters and above = 40 points • 3 appointment letters = 30 points • 2 appointment letter = 20 points • 1 appointment letter =10 points • 0 appointment letter = 0 points 	40 points
<p>Expertise</p> <p>Project Team (Support Staff)- Minimum of two (02)</p> <p>Professional Engineer</p> <p>Registration ECSA compulsory (Certificate attached)</p> <p>CV with 10 years' experience and qualifications (B-tech/National diploma: Civil/Equivalent) 10 points</p> <p>CV with 5 - 10 years' experience and qualifications (B-tech/National diploma: Civil/Equivalent) 8 points</p> <p>CV with 3 - 5 years' experience and qualifications (B-tech/National diploma: Civil/Equivalent) 5 points</p> <p>Professional Accountant</p> <p>Experience in GRAP Compliant Immovable and Asset Register projects.</p> <p>The assessment will be done on the personnel experience</p> <p>CV with 10 years' experience and qualifications (B-tech/National Diploma : Accounting or equivalent) 10 points</p> <p>CV with 5 - 10 years' experience and qualifications (B-tech/National diploma: Accounting or equivalent) 8 points</p> <p>Cv with 3 - 5 years' experience and qualifications (B-tech/National diploma: Accounting or equivalent) 5 points</p> <p>Bidders must submit detailed CVs with original certified copies of the required professional qualifications not older than 3 months. If the required certified copies are not attached no points</p>	20 points

will be allocated. Copy of a certified copy will not be considered.		
<ul style="list-style-type: none"> • Able to bring and utilize own Transportation (Proof of vehicle ownership/lease agreement) 5 points • Offices within Ntabankulu area (Proof of residence/Lease). 5 points 		10 Points
<p>Methodology i.e. How the project will be carried out showing understanding of:</p> <ul style="list-style-type: none"> • Detailed work plan on work to be carried out, with clear project deliverables, and with fixed time frames. = 30 points • Work plan & Time frames = 20 points • Work Plan = 15 points • No work plan, no clear deliverables and no fixed time frames. = 0 point 		30 points
TOTAL		100 Points

Stage 2: Price and Specific Goals

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by =>50% black people		4		
Business owned by <50% black people		1		
Business owned by =>50% women		3		
Business owned by <50% women		1		
Business owned by =>50% Youth (age <= 35 years on the closing date)		5		

Business owned by <50% Youth (age >35 years on the closing date)		3		
Business owned by People with Disability / Military veteran		2		
Small Enterprise (SMME Category – QSE/EME)		2		
Promoting Locality - Business located within Ntabankulu		4		
Promoting Locality - Business located in Alfred Nzo District		3		
Promoting Locality - Business located Eastern Cape		2		
Promoting Locality - Business located South Africa		1		

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to Mrs Y. Xuzu-Yase at 072 2666 122 or manan@ntabankulu.go.za or Mr O. Mdudi at mdudio@ntabankulu.go.za or 082 786 0772 during office hours i.e. between 08h00 and 16h30.

Requested by



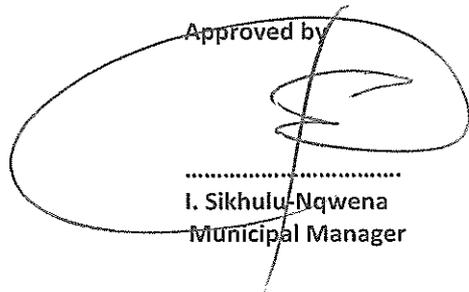
Y. Xuzu-Yase
Bid Specification Chairperson

Recommended by



M. Mhlifiji
Chief Financial Officer

Approved by



I. Sikhulu-Nqwena
Municipal Manager