

ANNEXURE A

ADDENDUM NO.1

CONTRACTTITLE:

PANEL OF CONTRACTORS FOR MINOR ELECTRICAL MAINTENANCE AND REPAIRS IN MOGALECITY LOCAL MUNICIPALITY OWNED BUILDINGS FOR THE PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS.

TENDERNUMBER:

IDS (B&F) 13/2025

The attached Addendum 01 (**Functionality and Special Conditions.**) to Tenderers shall form part of the contract document for Tender No.: IDS (B&F) 13/2025. Tenderers must ensure that the contents of the addendum 01 are complied with and that the addendum 01 is included with the documents in their tender submission.

FUNCTIONALITY EVALUATION CRITERIA

The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications:

- I. Failure to achieve the **minimum total score of 70, points out of 100 points**
- II. Failure to score the **minimum points in each Criteria section** (1, 2 and 3) listed in the Table A: Functionality Criteria below, If the bidder achieves a total score equal to or above the minimum of **70** points but fails to reach the minimum points stipulated for each criterion (1, 2 and 3) the bid will be deemed as non-compliant and will be rejected.
- III. If any criterion is rated zero points, the tenderer will be rejected, even if the **70** out of **100** points are achieved.

Non-compliant bidders will be rejected after this phase and not continue to price scoring. These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price.

Table A: Functionality Criteria

Item	Equipment	Weight	Minimum
1. Plant, Equipment and Resources <ul style="list-style-type: none"> • <i>Bakkies: Proof of ownership will be eNatis documents for bakkie and a roadworthy certificate must not have been issued earlier or prior than the 13th of April 2024.</i> • <i>OR if hiring, letter from hiring company stating permission or intent to use bakkie for this project should be attached with eNatis documents. (this letter should not be more than 12 months old)</i> 			
1.1	a) Ownership: 0 x Bakkie capable of executing the work. No eNatis documents for bakkie as proof of ownership and roadworthy certificate; (0 points) or 1 x Bakkie capable of executing the work. Submit eNatis documents for bakkie as proof of ownership and roadworthy certificate; (10 points) Or 2 x Bakkie capable of executing the work. Submit eNatis documents for bakkie as proof of ownership and roadworthy certificate; (20 points)	 0 10 20	
	b) Hiring 0 x Bakkie capable of executing the work. No Signed letter of intent or permission with eNatis documents for bakkie from the hiring company and roadworthy certificate (0 points) Or 1 x Bakkie capable of executing the work. Signed letter of intent or permission with eNatis documents for	 0 10	 10

	bakkie from the hiring company and roadworthy certificate (10 points) Or 2 x Bakkie capable of executing the work. Signed letter of intent or permission with eNatis documents for bakkie from the hiring company and roadworthy certificate (20 points) Note: No extra points will be allocated for more than 2 x Bakkies (owned or hired).	20	
		20	10

2. Qualified Personnel

Detailed CV must be attached for each team member must be attached in electrical maintenance and repairs.

Any change of submitted qualified personnel after appointment must be reported and replaced by equal or more qualified personnel in writing for the approval to MCLM.

Item	Personnel	Weight	Minimum
2.1	Safety Officer Occupational Health and Safety Officer National Diploma or Higher - Proof of active Registration with a recognized professional body/ institution with SACPCMP or SAMTRAC. Three (3) years post qualification experience. (20 Points) <u>2 x Artisan Electricians</u> Electricians with Trade Test Certificate and must have a minimum of two (2) years' experience in electrical maintenance and repairs. (20 Points) (CV must include details of relevant experience in electrical maintenance and repairs also copy of the Trade Test in electrical must be attached)	20	30
2.2	<u>2 x Assistant Electricians</u> Assistant Electricians with One (1) years' experience in electrical maintenance and repairs. (10 Points) (CV must include details of relevant experience in working in electrical maintenance and repairs) Note: Failure to comply with the minimum above on supra 2.1 & 2.2 will result to disqualification.	10	20
		50	50

3. Company Experience

Signed and dated reference letters on the client's letterhead with contactable details indicating the successful completion of the works in electrical maintenance and repairs. Contactable details refer to an active email(s) to which MCLM will send and receive correspondence within 14 working days, failure will result to unverified company experience therefore disqualification.

NB: Appointment letters SHALL NOT be accepted as reference letters.

Item	Experience	Weight	Min
3.1	Three (3) projects completed of similar to the scope of work. (10 points) . OR Four (4) to Eight (8) projects completed of similar to the scope of work (15 points) . OR Nine (9) and above projects completed of similar to the scope of work (30 points) .	30	10
		100	70
Total		100	70

- The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of **70** points out of the **100** points in order to be considered to the next evaluation phase.
- All information and particulars necessary to properly evaluate the tender must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.

C3.2.20 Special conditions

- a) OHS: In terms of section, 37(2) of the Act a valid contractual agreement must be in place between the Employer (MCLM) and the contractor before the contractor can go on site.
- b) Safety file must be submitted within 14 days from the date of submission of the acceptance letter by the contract to the OHS officer for approval.
- c) No service request shall be issued by the MCLM delegated official prior to the approval of the contract's safety file
- d) Contractor must ensure that should there be any compliance issue raised by the OHS Practitioner after submission of the generic file, they comply with same to ensure that the Safety file is approved.
- e) Should the safety file be not approved within 30 days from date of submission, then the appointment of the Contractor shall lapse.
- f) All the work shall carry an unconditional guarantee of 12 months, calculated from the date of completion.
- g) The MCLM delegated official shall inspect and confirm that all material ordered and delivered complies with applicable industry standards before contractor commencement to work
- h) Successful bidders whose pricing is above market related rates shall be appointed and remunerated on basis of market related rate.
- i) Successful bidders whose pricing is below the market related rate shall be appointed and remunerated on basis of their pricing.
- j) In line with supra (h and i) above, bidders whose rates are both in the higher and low spectrum of the market related rates shall be remunerated on market related rates and their rates where they come lower.
- k) It must be noted that in line with supra (h,i and j) MCLM shall not remunerate any successful bidder above market related rates
- l) All material, parts, equipment, fittings, fixtures and technological items must comply with SABS and relevant SANS specifications. MCLM will not accept any sub-standard material, parts, equipment, fittings, fixtures and technological items,
- m) **A roadworthy certificate must not have been issued earlier or prior than the 13th of April 2024. Bidders' Bakkie must be roadworthy for the duration of the contract, and in case of the bakkie replacement the documents must be submitted to Supply Chain Management.**

Closing date: Friday, 25 October 2024

Time: 11:00

Bid Box

Venue: Bid boxes are situated at the reception desk of the Supply Chain Management Unit, situated on the upper level of the West Wing of the Mogale City Civic Centre, Corner Commissioner and Market Streets in Krugersdorp.

A. MANDATORY DOCUMENTS

(IF NOT PROVIDED, THE BID WILL BE INSTANTLY DISQUALIFIED)

1. **Completed and Signed Bill of quantity as issued in the document.**
In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initialling each and every alteration. The Municipality reserves the right to reject the tender if corrections are not made in accordance with the above.
2. Attendance of Compulsory Briefing Session and signing of attendance register when required. No bids will be considered from bidders who did not attend the Compulsory Briefing Session and completed the attendance register.
3. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.
4. Mogale City Local Municipality will not accept any bid document with missing pages.
5. **CIDB GRADING OF 2EB OR HIGHER.**

FAILURE TO ADHERE TO ANY OF THE ABOVE WILL RESULT IN THE BID NOT BEING FURTHER EVALUATED.

B. ESSENTIAL DOCUMENTS

(NO AWARD WILL BE MADE IF ANY OF THE INFORMATION/DOCUMENTATION LISTED BELOW IS NOT COMPLIED WITH OR SUBMITTED).

6. Completed and signed Municipal Bidding Documents:
 - 5.1. MBD 1: Invitation to tender.
 - 5.2. MBD 4: Declaration of Interest.
 - 5.3. MBD 6.1: Preferential Points.
 - 5.4. MBD 8: Declaration of bidders past supply chain management practices.
 - 5.5. MBD 9: Certificate of independent bid determination.

NOTE: The above documents must be submitted on the official and original forms of Mogale City and must not be re-typed or scanned or completed electronically i.e. must not be typed in. They must be completed in black ink, handwritten. Bids completed in pencil or any erasable pen will be regarded as invalid.

7. Submit Central Supplier Database (CSD) Registration Report or Summary Report.

MUNICIPAL RATES AND TAXES OR MUNICIPAL SERVICE CHARGES

8. The bidding entity and its director(s) must submit Municipal Rates and Taxes account which is not older than three (3) months / ninety (90) days in arrears at the time of the closing date.
9. If the bidding entity and its director(s) does not have a Municipal Rates and Taxes account, it must submit a Municipal Service Charges Statement (water statement or electricity statement or refuse removal statement or sewerage statement).

TENDER NO: IDS (B&F) 13/2025

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T2.1 List of Returnable Documents

PART T2: RETURNABLE DOCUMENTS

T2.1 List of Returnable Documents

The Tenderer must complete the following returnable documents:

- T2.2.1 Record of Addenda to Tender Documents
- T2.2.2 Compulsory Enterprise Questionnaire
- T2.2.3 Authority of Signatory
- T2.2.4 MCLM Corporate Social Responsibility
- T2.2.5 Proposed Amendments and Qualifications
- T2.2.6 Declaration of Interest
- T2.2.7 Preference Points Claim Form
- T2.2.8 Declaration of Tenderer's Past Supply Chain Management Practices
- T2.2.9 Certificate of Independent Bid Determination
- T2.2.10 Capacity to Execute Work
- T2.2.11 Key Personnel/Project Team
- T2.2.12 Previous Experience
- T2.2.13 Schedule of Proposed Subcontractors
- T2.2.14 Rates for Special Materials
- T2.2.15 Certificate of Tenderers Attendance at the Clarification Meeting
- T2.2.16 Tax Pin
- T2.2.17 Certificate of Contractors Registration issued by the Construction Industry Development Board
- T2.2.18 Municipal Accounts
- T2.2.19 Occupational Health and Safety Questionnaire
- T2.2.20 Submit Central Supplier Database (CSD) Registration Report or Summary Report.

A check list has been provided to ensure the necessary documents have been submitted. All returnable schedules must be submitted in a **separately bound document** together with the tender document in 1 envelope.