

REQUEST FOR PROPOSALS

APPOINTMENT FOR PROFESSIONAL ENGINEERING SERVICES

FOR

PROJECT NAME: REFURBISHMENT OF RIEBEECK EAST BULK WATER SUPPLY PHASE 1 AND REFURBISHMENT OF ALICEDALE WATER TREATMENT WORKS PHASE 1

1. Letter of Invitation (LOI)

Makana Local Municipality hereby **invites proposals** from suitably qualified service providers to submit proposals for the appointment of professional engineering services for the Refurbishment of Riebeeck East Bulk Water Supply Phase 1 and Refurbishment of Alicedale Water Treatment Works Phase 1 projects. Only suitable qualified service provider with requisite capacity to carry out Investigation, Planning, Design and Project management of Civil Engineering Projects should apply. The contract covers the components of the Refurbishments of Bulk Water Supply in Riebeeck East Phase 1 AND Refurbishment of Alicedale Water Treatment Works Phase 1 as contained on the Tender Documents under Part C3: Scope of Work.

The Request for Proposal documents, outlining the requirements will be available at the Finance office, in No.86 High Street, Grahamstown of the Municipality, on payment of a non-refundable document fee of R400.00 from Tuesday, 21st **August 2018 after 9h00**. Our office hours are weekdays between 08h00 to 15h30.

A **compulsory briefing session** will take place at **Municipality Town Hall Alicedale** the **22th August 2018 at 10:00** and applicants not attending or arriving after 10:15 at the briefing session will be barred from applying, there will be a **site inspection at Alicedale and Riebeeck East after the briefing session**.

2. Information to Consultant/Bidders (ITC)

2.1. Provision(s) of Professional Engineering Services is required for the Planning, Drafting of Technical Report(s), Design reports & drawings, compilation of contract documentation, Construction & Project Management and drafting of O & M manuals, Close-Out Report and Other applicable activities to complete the following projects.

	PROJECT NAME	PROVISION OF PROFESSIONAL SERVICES FOR THE CONSTRUCTION PROJECT DELIVERABLES
1	Refurbishment of Riebeeck East Bulk Water Supply Phase 1	The project is aimed at: <ul style="list-style-type: none"> • Upgrading of the current 0.3MI/d plant to a 1MI/d plant • Refurbishment of the clarifiers, filters and motors. • Upgrading of disinfection system • Construction/erection of additional potable water

		<p>storage and interconnecting with current storage reservoir</p> <ul style="list-style-type: none"> • Refurbishment and equipping of existing boreholes. • Further development of groundwater resources in combination with adequate water treatment and aquifer management. • Effective monitoring of WTW's, reservoirs and boreholes by means of telemetry • Rainwater harvesting as part of the WC/WDM Strategy, erection of 200 water tanks including related fittings and stands (funding availability dependant).
2	Refurbishment of Alicedale Water Treatment Works Phase 1	<p>The project is aimed at:</p> <ul style="list-style-type: none"> • Flocculent Dosing: Install new flow meters and automatic dosing equipment in the dosing house and replace corroded pipework. • Primary Settlers: Repair the influent channel at the junction with the two tanks. • Secondary Settlers: Remove old (no longer operative) original pipework and valves for the influent, effluent and sludge discharge. Seal cracks in secondary settlers. Retain the plastic lining in the second of the two. • Pump Station to Balancing Tanks: Provide and install a new standby pumpset. • Filter Room: Replace/ refurbish existing valves and pipework where necessary and replace faulty meters. • Sterilization: Build separate chlorine dosing room and store next to the filter room. • Pump Station to Clear water Storage: Provide and install a new standby pump set. • Satellite Reservoir: Undertake minor structural work and refurbish control valves. • Laboratory: Supply and install a laboratory with equipment and furniture. • Security fencing of the plant

FOR FURTHER DETAIL PLEASE REFER TO THE TENDER DOCUMENT

3. THE PROPOSAL CALL PROCESS

The process to be followed in this Request for Proposals shall be as follows:

- 1) All submissions must include the compliance, functionality (as per the detailed specification in the tender document and all costs in the priced BOQ. The aforementioned information must be clearly set out as per the requirements described in **tender data**. A submission documentation check list is attached in the tender document.
- 2) Submissions will be evaluated by a duly constituted assessment/evaluation committee and recommend to the adjudication committee, which will recommend to the Municipal

Manager to consider the award. It is important to note that neither the committee, nor the Municipality is obliged to accept any proposal submitted.

- 3) On awarding the proposal, the Municipality within a period of 14 (fourteen) days of informing the unsuccessful applicant.

3.1 TERMS OF REFERENCE (TOR)

PLEASE REFER TO PART C OF THE TENDER DOCUMENT FOR DETAILED TERMS OF REFERENCE

3.1.1 OBJECTIVE, GOALS and SCOPE OF THE WORK

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3.1.1.1 Employer's Objectives

Riebeeck East WTW

Due to drought conditions that Riebeeck East frequently experiences, future growth and provision of better services to the community, the Riebeeck East Water Treatment Works (WTW) requires refurbishments in conjunction with the further development of ground water resources as to ensure a more sustainable water supply is provided within area.

Alicedale WTW

The project is aimed at refurbishment of Alicedale Water Treatment Works to enable the works to operate at 1.0Ml/d to provide adequate capacity for current demand and provision of future demands and to further meet and comply with the drinking water quality standards.

3.1.1.3 Extent of the works

The scope of works to be carried out is described in the project specifications in the tender document.

3.3.2 Scope of Professional Services

Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000) Board Notice 175 of 2009, 4 January 2010 and any subsequent updates.

FOR DETAILED SCOPE OF WORK, PLEASE REFER TO PART C OF THE

TENDER DOCUMENT

3.1.2 PRE-QUALIFICATION CRITERIA/COMPLIANCE REQUIREMENTS

Bidders are required to submit the following mandatory documents in order to be considered as responsive and for their proposals to be considered/evaluated:

Only those Tenderers who are **Professionally Registered and their Companies** with:

- CESA,
- ECSA

and other applicable relevant Professional bodies are eligible to submit Tenders

- Bidders must submit a valid SARS Tax status report Issued with a Pin.
- Certified copies of identify documents of Directors;
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9, failure to submit will result in disqualification.
- Certified copies of BBB-EE;
- Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months in arrears must be attached to and be returned with the Tender documents, failure to submit will result in disqualification.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
- **Tenders** which are late, incomplete, unsigned or submitted by fax to email or electronically, will not be accepted.
- Documents to be filled with black ink.
- CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership
- MFMA circular 90 will be applied.
 - Tender validity period is 90days form closing date, extension will be required where necessary

4. THE PROPOSED CONTRACT (TPC)

4.1 GENERAL CONDITIONS

PLEASE REFER TO THE TENDER DOCUMENT FOR DETAIL

4.2. SPECIAL CONDITIONS

PLEASE REFER TO THE TENDER DOCUMENT FOR DETAIL AND CONTRACT SHALL BE SIGNED BETWEEN SERVICE PROVIDER AND THE MUNICIPALITY

5. SUBMISSION REQUIREMENTS

- a. Submissions are invited from all parties interested in submitting a proposal for the professional services.
- b. Closing Date **03 SEPTEMBER 2018 & CLOSING TIME 12h00**; Compulsory Briefing / Site Inspection Meeting: Compulsory briefing **22nd August 2018**. Bidders are required to submit the following mandatory documents: Failure to supply all required and supplementary information will result in the Tender being deemed non-responsive; and therefore the Tender will not be considered for award.
- c. A two envelope scoring system will be used.
Please submit separate envelopes for the following sections:
 - Envelope 1 will comprise of: compliance documents and Functionality criteria
 - Envelope 2 will comprise of: Price & preference criteria
- d. The evaluation of the proposal calls and the final decision of the Municipality will be scored according to the following criteria of the development and the following criteria will be used to evaluate the submissions received:
- e. **Envelope 1:** Compliance and Functionality
A tenderer will require a minimum score of 70% to proceed to the next round of scoring. **A tender scoring less than 70% will not be considered for the second round of assessment.**
Envelope 2: Price & Preferential Procurement Regulation Requirements.(80/20 scoring system).

A TWO STAGE TENDER EVALUATION WILL BE FOLLOWED: STAGE 1: FUNCTIONALITY / PRE-QUALIFICATION

- Bidders must ensure that all the information requested is provided in detail.
- Unclear or incomplete information provided will result in no points being allocated. Bid must be filled in with blank ink and no fax, emailed bids will be accepted. Bids must be hand delivered
- Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.

METHOD OF SUBMISSION

- Signed proposal call documents envelope 1(Compliance & Functionality) and envelope 2 (Price) must be submitted in sealed envelopes and endorsed **“APPOINTMENT FOR PROFESSIONAL ENGINEERING SERVICES for PROJECT NAME: REFURBISHMENT OF RIEBEECK EAST AND ALICEDALE BULK WATER SUPPLY PHASE 1”**. It must be deposited in the tender box at the Finance Department of the Makana Municipality’s Offices, High Street, Grahamstown, before **12 noon** on **03rd SEPTEMBER 2018**. Submissions which are not in a sealed envelope, or proposals received by mail, e-mail or fax, or submissions received after the closing time and date, will not be considered.

The minimum score for functionality is **70** out of **100**. Tenderers that fail to achieve the minimum score for functionality will **NOT** be eligible for evaluation for pricing and their Tender offer will be rejected

Description of quality criteria	Maximum possible score
Registration with the relevant Professional Body	30
Experience of the company in the related field(Must be verifiable)	20

Methodology	30
Qualifications of Project Team	20
Maximum Possible score quality	100

A more detailed explanation of the quality criteria is given in the tender document

Makana Municipality is not obliged to accept the LOWEST quote or any of the proposals submitted.

Makana Municipality may wish to interview some or all of the service providers prior to awarding the tender to any party.

Issued by Office of the Municipal Manager:

MR M MENE