



MAKANA
MUNICIPALITY | EASTERN CAPE
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The Makana Local Municipality invites Expressions of Interest (EOI) as part of a Qualified Procedure for the Procurement of Professional and Consulting Engineering Services related to Planning, Studies, Investigations, Assessments and Normal Services as outlined in the Government Gazette No.39480 Guideline for services and processes for estimating fees for persons registered in terms of the Engineering Profession Act.

Project Name	Contract No	Compulsory Meeting	Briefing	Closing Date & Time	Date Advertised
Panel of Professional and Consulting Engineering Services for Period of 3 (three) years.	MLM/2018-19/NFRA/008	Venue: City Hall, Makhanda. Date: 19 June 2019 Time: 10h00		01 July 2019 @ 12h00	14 June 2019

Bidders are required to submit **the following mandatory documents** (copies must be originally certified):

- Founding Statement (CK / Company Registration Certificate) or certified copy, if a sole proprietor provide affidavit confirming ownership.
- Proof of Professional Indemnity Insurance provided (refer to T2.1.36: Proof of Professional Indemnity Insurance);
- Bidders to submit a valid SARS Tax status report issued with a Pin. *circ 90*
- ✓ • Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9.
- BBBEE Certificates original / certified copies
- Original certified copy Directors/Owners/Partners Identity documents.
- ✓ • 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 old and not more than 3 months in arrears, if arrangements are made to submit arrangement letter.
- Proof of registration as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) report.
- ✓ • 3 years audited Annual financial statement,

This submission will be evaluated in two (2) Stages as follows:

- Stage One: Bidders passing will need to pass Eligibility Compliance Criteria, and responsiveness to the bid rules and conditions of tender.
- Stage Two: Bidders passing stage one above will be evaluated on functionality.

Stage One:

Eligibility / Compliance Criteria: **Mandatory documents**

Failure to comply with the **Mandatory documents** as listed above will render the submission non-responsive and will not be evaluated any further.

Stage Two

Functionality Criteria:

No.	Item	Weight
	Evaluation: Functionality	(100)
2.1	Similar Projects undertaken by Key Personnel <i>COMPANY</i>	30
2.2	Experience of Key Personnel	30
2.3	Quality Management Systems	15
2.4	Design Software for Municipal Civil Services	5
2.5	Consultant Local Office with Qualified Personnel within 200km radius from Makhanda.	20

- Respondents must obtain at least 70 points (70/100) for the Functionality Evaluation failing to do so will result in the submission being declared non-responsive. Submissions that meet the minimum Functionality points of 70 will then be short-listed and invited to tender in the relevant Projects in Municipal Civil Services, in the order of the points scored.
- Refer to Clause 5.9 of the Submission Data for more detail related to point scoring indicators.

Bid documents will be available at Makana Finance offices upon payment of R400 non-refundable cash fee for each tender document from site briefing date meeting and is payable to Makana Municipality cashiers only.

Closing Date: Completed bid documents in a sealed envelope, clearly marked "PANEL OF PROFESSIONAL AND CONSULTING SERVICES FOR PERIOD OF 3 YEARS" BID No "MLM/2018-19/INFRA/008" should be deposited in the tender box situated at ground floor Makana Local Municipality: Finance Department at **86 High Street Grahamstown** not later than **01 July 2019 @ 12H00**

Tenders which are late, incomplete, unsigned or submitted by fax or electronically, will not be accepted.

Documents to be filled with black ink.

Tenders submitted are to hold good for a period of *90 days*.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed to the Project Manager, Ms S Ponoshe, Tel 046 603 6136 and all SCM queries are to be directed to Ms. Zoleka Gxowa 046 603 6022.

Issued by office of the Municipal Manager: M MENE.

M MENE

MUNICIPAL MANAGER