

**AMAJUBA DISTRICT MUNICIPALITY
ADVERTISEMENT
P2023/03**

**INVITATION TO REGISTER ON THE DATABASE FOR PANEL OF MECHANICAL
ENGINEERING SERVICE FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED**

Amajuba District Municipality hereby invites service providers with CIDB 2ME or Higher class of construction works to submit proposals to be registered on the database for panel of mechanical engineering service for a period of 3 years. Bidders must be registered on the Central Supplier Database.

Bid documents will be emailed to the bidder upon producing proof of payment of a non-refundable fee of R500.00 per document. Electronic payments must be made into the Amajuba District Municipality bank account: Standard Bank Account N° 062156624 with the reference number 202230320233. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 12 May 2023** on khethiwem@amajuba.gov.za. Evaluation of applications will be done on bid companies that submitted their proof of payment before the closing date 12 May 2023. Cash payments are not accepted at the Amajuba District Municipality office.

Completed applications in sealed envelopes endorsed "**P2023/03 Database for panel of mechanical engineering**" 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 should be directed to 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 0343297200 or by email: sabeloz@amajuba.gov.za

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Closing date: Monday, 22 May 2023 @12h00 noon

**MR P.M MANQELE
ACTING MUNICIPAL MANAGER**





TERMS OF REFERENCE FOR PANEL OF SERVICE PROVIDERS FOR MECHANICAL ENGINEERING SERVICE FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED.

1. BACKGROUND

Amajuba District Municipality is looking for service providers with Mechanical and Service on Amajuba District Municipality's panel of service providers for the provision of Mechanical Service 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 Mechanical Service. Service providers must be registered with CIDB 2ME or Higher.

2. OBJECTIVES

Amajuba District Municipality intends to respond urgently to mechanical repairs, mechanical equipment in all water and sewer pumps, treatment plants, operation, and maintenance of all ADM pump station. Any other related services the job should be outsourced under your contract to provide quality of services.

3. REQUIREMENTS.

3.1. CIDB 2 ME or Higher.

4. CONDITIONS OF PANEL.

4.1. BID DOCUMENT LAYOUT.

This tender document is divided into several sections. Please read through all the sections. In particular, the Conditions of Tender are most important, as they contain several new clauses in the light of the procurement policy and please take note of the conditions of tender

and the list of required documents to be handed in, seeing that non-adherence to these requirements can lead to non-responsiveness of tender.

4.2. SUBMISSION.

Your completed tender document must be placed in a sealed envelope, and the contract number and name of the contract written clearly on the outside. The envelope must be deposited, In accordance with the instructions in the Tender Advertisement. It is the Service Provider's responsibility to ensure that their bid is deposited in the correct tender box. No bid document delivered at any other venue or tender box than the mentioned one will be considered.

4.3. SCOPE OF CONTRACT.

To do any mechanical repairs, replacement of pumps, gearboxes and any other associate and relevant services of mechanical engineering. ADM equipment and buildings in all water and sewer treatment works and Amajuba District Municipality asserts, and equipment shall this service provided.

Service should be provided as and when required even after normal working hours for emergency work and breakdowns.

Service should include provision of labor, spares and any materials required to accomplish mechanical service.

Service should include servicing of: Valves, Pumps, Gearboxes and Reservoirs. provide any kind of Mechanical service to Amajuba District Municipality

4.4. PANEL VALIDITY PERIOD.

The panel listing validity period is 36 months.

4.5. ACQUAINTANCE WITH TENDER DOCUMENTS.

By submission of a tender, the Tenderer will be deemed to have acquainted himself/herself fully with the tender documents, local requirements and the laws prior to pricing and submission of tender.

5. MECHANICAL SERVICE.

5.1 SCOPE

To do any mechanical repairs, Replacement of pumps and other mechanical equipment in all water and sewer treatment works and Amajuba DM asserts and building.

Service should be provided as and when required even after normal working hours for emergency work and breakdowns.

Service should include provision of labour, spares and any materials required to accomplish mechanical service.

Service should include servicing of: Valves, Pumps, Motors, Gearboxes and Reservoirs, Screens, Clarifiers, Control valves, Screw pumps, Compressors, Blowers, V-Belts, Shaft, Chlorinators and Bulk meters and Calibrations.

5.2. HEALTH AND SAFETY

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

5.2.1.1. The Service Provider shall comply with the Occupational Health and

Safety
1994(Act no. 85 of 1993) and with its Construction
Regulations of
2014.

4.2.1.2. 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".

5.2.1.3. It should be noted that, with a few exceptions, the Standard Specifications and the Project Specifications are "end 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.

5.2.2. Protective Equipment

The Service Provider shall always provide all his/her workers with all necessary protective clothing for use when in direct contact with the sewage debris/silt material.

5.2.3. Hazardous gasses

All Service Providers who will be working with live sewers shall be required to observe those sections of the OHS Act and Regulations which deal with working in confined spaces and dealing with hazardous gasses. All manholes and sewers shall be tested for hazardous gasses on a continuous basis to ensure worker safety. The Service Provider shall ensure that the necessary functional gas testing equipment is always available on site. Breathing apparatus shall be available as and when required.

5.2.4. Vaccination certificates

The successful Bidder will be required to provide proof of applicable vaccination certificates on request to ensure the health and safety of all field employees.

5.2.5. PERSONNEL

4.2.5.1. The Service Provider's approved representative for cleaning shall be in attendance during all cleaning operations.

5.2.5.2. The attention of service providers is particularly drawn to the high standard of workmanship applicable to this contract.

5.3. VEHICLES, PLANT and EQUIPMENT

5.3.1. Roadworthy, license and identification

5.3.1.1. All vehicles to be used for this contract are to be roadworthy and always licensed for use on public roads and must make provisions for the safe and lawful transportation of workers. Those vehicles used to transport debris removed from sewers must be able to do so in a safe and non-offensive manner and

must have the Service Providers name and telephone number prominently displayed. All vehicles to be used for this contract must conform to the Road Traffic Act RTA, Act 93 of 1996.

5.3.1.2. All vehicles, plant, machinery, equipment and containers used on this contract must be in a serviceable condition and must be readily available for inspection to ensure that it is to specification and must meet with the approval of the employer.

5.3.1.3. The vehicle and equipment shall bear the Service Provider name and contact details.

5.3.1.4. Extreme care must be taken to prevent any spillage and suitable tools shall be available to immediately clean up any spillage.

5.4. AVAILABLE FACILITIES

4.4.1. Facilities

No toilet, water, electricity or storage facilities are available, and the Service Provider is to make his own arrangements with regard thereto.

5.4.2. Water Supply

The Service Provider shall make his/her own arrangements for the supply of water for the operation. Only Council metered standpipes shall be used, and these can be obtained from the municipality against a deposit. Normal charges will be levied for water consumption.

5.5. SPECIAL CONDITIONS

5.5.1. Awarding of tender

The municipality will award the tender as an when required by requesting quotations from the approved panel of service providers.

5.5.2. Supply all equipment.

Service Providers are to supply all equipment required to undertake and complete the work as specified and no additional payments will be entertained.

5.5.3. 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.

5.5.4. 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.

5.5.5. Communication

The Service Provider is to provide his supervisory and operational staff with cellular phone for communication and contact purposes for the duration of the contract.

5.5.6. Office Hours

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

5.5.7. Subcontract

No subcontracting will be allowed.

5.5.8. Signing off task

The Service Provider shall, prior to departure from site, advise 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.

6. RETURNABLE DOCUMENTS.

Service providers are required to submit the following:

1. Proof of company registration
2. Certified ID copies of all members/directors of company or sole proprietor
3. Bank details (together with an original cancelled cheque/ bank stamp or original letter from financial institution)
4. All MBD (MBD1, MBD4, MBD8 and MBD9) documents included must be completed and signed
5. Central supplier Database (CSD) registration number.
6. 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.

**TERMS OF REFERENCE APPROVED BY
MR PM MANQELE
ACTING MUNICIPAL MANAGER.**