

**AMAJUBA DISTRICT MUNICIPALITY  
P2021/04/02**

**INVITATION TO REGISTER ON THE DATABASE FOR PANEL OF PROFESSIONAL  
ENGINEERING CONSULTANTS FOR A PERIOD OF 3 YEARS**

The Amajuba District Municipality wish to appoint additional service providers to an existing panel of service providers for the professional engineering consultants for a period of three years. Service providers already appointed under P2021/04 Panel of Professional engineering consultants need not to respond to this request. The service providers must be registered on the Central Supplier Database (CSD).

Bid documents will be emailed to the bidder upon producing proof of payment of a non-refundable fee of **R500.00** per document. Deposits must be made into the Amajuba District Municipality bank account: Standard Bank Account N<sup>o</sup> **062156624** with the reference number **00000000402**. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 29 September 2023** on to [khethiwem@amajuba.gov.za](mailto:khethiwem@amajuba.gov.za). Evaluation of applications will be done on bid companies that submitted their proof of payment before the closing date 29 September 2023. Cash payments are not accepted at the Amajuba District Municipality office.

Completed applications in sealed envelopes endorsed “**P2021/04/02 Database for panel of engineering consultants**” 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 must be directed to **Sanele Dube** on 034 329 7200 or by email: [saneledu@amajuba.gov.za](mailto:saneledu@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](mailto:sabeloz@amajuba.gov.za)

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**Closing date: Tuesday, 10 October 2023 @12h00 noon**

**Mr. PM MANQELE  
MUNICIPAL MANAGER**



## **1.SUBMISION DATA.**

The conditions applicable to this call for project proposals of tender are the Standard Conditions.

The Standard Conditions for the calling for Project Proposals make several references to the Submission Data for details that apply specifically to this submission.

The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions for the calling for Project Proposal.

Each item of data given below is cross-referenced to the clause in the Standard Conditions for the calling for a call for proposal.

<b>Clause number</b>	<b>Submission Data</b>
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H.1	Amajuba District Municipality
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H1.2	The documents associated with the calling for Project Proposal issued
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<b>Part E.1:</b>	<b>Submission Procedures</b>
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Invitation and notice for submissions of the project proposal  
Submission data

<b>Part E.2</b>	<b>Returnable documents.</b>
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1. Central Supplier Database (CSD) registration Number;
2. Authority of Signatory
3. All MBD documents included must be completed in full and signed.
4. Business registration Certificate
5. 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

<b>E2.2</b>	<b>Submission schedules.</b>
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The onus rests with the Tenderer to supply sufficient information to allow for evaluation and award of points detailed below.

<b>Item no.</b>	<b>Description</b>	<b>Points</b>
1	Qualifications and demonstrated relevant experience & key personnel	30
2	Availability of fully established and equipped office within Newcastle	10
3	Demonstrated experience of Tender- experience relating to planning, design and implementation of water reticulation.	30
4	Quality management system (ISO 9001 Certificate)	15
5	Skills transfer and Engineering Capacitation	5
6	Professional liability insurance	10
<b>TOTAL POINTS</b>		<b>100</b>

### **Part E.3**

### **Scope of works**

Professional engineering services for the execution of several projects over the next three municipal financial years. Appointments will be reviewed annually to take into consideration performance.

In order to ensure service delivery and ensure that the projects are finished before the end of the relevant financial years, the Technical Services Directorates has decided to call for proposals to complete the projects mentioned.

The indicative scope of work of the appointed Professional Service Provider (PSP) will be as follows:

1. Preparation of Business Plans follow up and liaison with DWS and COGTA until approval is granted.
2. Geotechnical investigation
3. Undertake any topographical surveys required.
4. Undertake Environmental Management Plans, and sort EIA, BA and WULA Licenses.
5. Undertake Institutional Social Development (ISD) program.
6. Prepare preliminary and detail designs and producing of drawings for consideration and approval by Amajuba District Municipality.
7. The Bidder maybe requested to prepare business plans for sourcing funds, which will be undertaken at risk by the bidder.
8. The Bidder may also be requested to prepare master plans for the project categories listed in this bid.
9. Prepare all necessary tender documents and attend compulsory briefing session.
10. Prepare tender evaluation report.
11. Manage the contract to undertake the project including the preparation of contractor payments using the applicable systems of Amajuba District Municipality.
12. Undertake any quality assurance required
13. Attendance of the professional team meetings.
14. Prepare and maintain a consultant payment schedule to keep track of all Fee Claims, which will be submitted with each claim.
15. Prepare a monthly project report

16. Prepare Hand Over certification and Close out.
17. Preparation of As-built drawings and submission in GIS format.
18. Development of necessary safety plans to ensure compliance to OHSA.

## **Part E.4 CONTRACT PARTICIPATION GOALS**

### **1. Objective**

The objective of Amajuba District Municipality is to bring about meaningful transformation in the built environment construction industry through the following:

- ✓ Meaningful Economic Participation;
- ✓ Local Economic Development;
- ✓ Transfer of Technical, Management and Entrepreneurial Skills; and
- ✓ Creation of sustainable Large Black Enterprises

The Tenderer must select CPG partner from the Amajuba DM database of Professional Service Providers.

### **2. Contract Participation Goals**

Contract Participation Goal (CPG) – the value of services and works paid to one or more targeted enterprise(s).

Amajuba District Municipality requires at least 30% Contract Participation Goals (CPG) of the value of services and works paid to one or more targeted enterprises to comply with the 2017 Regulations pertaining to the Preferential Procurement Policy Framework Act.

#### **2.1 Contract Participation Goals List (CPG)**

Bidders that fail to score the minimum functionality Score of 80 points will automatically be listed on the CPG list, Rotation of CPG Consultants listed will be implemented based on functionality points scored by the bidders, a hierarchy list from the highest to the lowest points will be compiled by Amajuba DM.

Bidders that score below a minimum of 50 points on functionality will not be listed on the CPG panel.

Amajuba DM will source 5 quotations from the list, starting with the first batch of 5 bidders (no 1-5), and same procedure will be followed for the next 5 bidders on the next project (no 6-10) etc, this will be done by distributing Terms of Reference for the required project, which will be prepared by the municipality and be given to CPG Consultants to submit their Business Proposals and the rates for pricing, thereafter an eligible service provider will be recommended to partner with the main professional Consultant appointed for that specific project.

**3. Bid evaluation.**

The bids will be evaluated on price and functionality using 80/20 preference point system in terms of Amajuba District Municipality SCM policy.

**Functionality Criteria**

Functionality criteria is reflected on the table below.

Bidders that score less than **80** points on functionality will be placed on on the CPG list, but those scoring less than 50 points will not be short listed.

Clause number	Tender Data		
DETAILED BREAKDOWN OF QUALITY POINTS			
Criteria	Weights	Sub-criteria	Allocation of points
<b>1. Qualifications and demonstrated relevant experience &amp; key personnel</b>	<b>30</b>	1. Qualifications and demonstrated relevant experience of key Personnel assigned to the project and in the Direct and Permanently Employed by the Company. Certified Qualifications and detailed CV must be submitted	
		1.1 Above Ten ECSA registered Professional Civil Engineer/Technologist with +12 years' experience.	30
		1.2 From One to Nine ECSA registered Professional Civil Engineer/Technologist with +10 years' experience.	18
		1.3 Project Supervisor with NQF 7 to develop and Promote Labour Intensive Construction Strategies.	5

<p><b>2. Availability of fully established and equipped office within Amajuba (Attach Utility bill with company's details.)</b></p>	<p><b>10</b></p>	<p>2. Availability of fully established and equipped office within Amajuba DM area.</p> <p>2.1 Water/Electricity Utility Bill.</p> <p>2.2 To be established within 6 months after contract award – letter of undertaking /Lease Agreement to be attached.</p>	<p>10</p> <p>10</p> <p>5</p>
<p><b>3. Demonstrated experience of Tender-experience relating to planning, Design, and implementation infrastructure projects</b></p>	<p><b>30</b></p>	<p>3. Demonstrated experience of Tenderer – Experience relating to development of business plan, planning, design and implementation water and sanitation infrastructure projects.</p> <p>3.1 List of Water and Sanitation projects undertaken successfully with a letter of appointment, completion certificates and reference letter on the client letterhead to value of+ R 50 Million within the (10) years – 5 projects (contactable references to be provided).</p> <p>3.2 List of Water and Sanitation projects undertaken successfully with a letter of appointment, completion certificates and reference letter on the client letterhead to value between R 5 Million and above within the last (10) years – 5 projects (contactable references to be provided).</p>	<p>30</p> <p>20</p>
<p><b>4. Quality management system</b></p>	<p><b>15</b></p>	<p>4. Quality management system</p> <p>4.1 ISO 9001 certified quality management system.</p> <p>4.2 Quality management system in place</p>	<p>15</p> <p>10</p>

<p><b>5. Skills transfer and Engineering Capacitation</b></p>		<p>5. Skills transfer and Engineering Capacitation</p> <p>5.1 A letter of undertaking signed by the Professional Engineer/ Technologist.</p> <p>5.2 No letter submitted.</p> <p>Note: (i) The Employer will use these term contracts to pave entry for emerging service providers and entities owned and managed by historically disadvantage individuals therefore the appointed bidder will be expected to assist the local sub- consultants.</p> <p>(ii) The bidder will be expected to empower the Employer's selected engineering staff to ensure that they are able to register with a recognised professional body which may include ECSA and South African Council for the Project and Construction Management Professions (SACPCMP).</p>	<p>5</p> <p>0</p>
<p><b>6. Professional liability insurance</b></p>	<p><b>10</b></p>	<p>5. Professional Liability Insurance(PI)</p> <p>5.1 R3m PI for each and every claim.</p> <p>5.2 No PI insurance.</p>	<p>10</p> <p>0</p>

**Selection basis of service providers from the panel.**

- Rotation of Professional Consultants in panel will be implemented based on functionality points scored by the bidders, a hierarchy list from the highest to the lowest points will be compiled by Amajuba DM.
- Amajuba DM will source 5 quotations from the list(new appointees will be added to the existing list according to their points), starting with the first batch of 5 bidders (no 1-5), and same procedure will be followed for the next 5 bidders on the next project (no 6-10), this will be done by distributing Terms of Reference for the required project, which will be prepared by the municipality and be given to Professional Consultants to submit their Business Proposals and the rates for pricing, thereafter an eligible service provider will be appointed.

**TERMS OF REFERENCE APPROVED BY**

**Mr. PM. MANQELE**

**MUNICIPAL MANAGER**