

# **TENDER DATA**

Tender Documents  Tender notice and invitation to tender Tender data  Returnable Documents List of Returnable Documents List of Returnable Documents The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data  Pricing Data Pricing Instruction Bill of Quantities  Terms of Reference Terms of Reference Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy  3. Interpretation  The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  4. Communication.  The Employer's Representative is:  Accounting Officer; Mr. D.J.D. Mahlangu Private Bag X 4041 Private Bag X 4041 Empumalanga D458 D458 D458 Tel: 013 986 9100  Tel: 013 986 9153  Tel: 013 986 9199  4.1 Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.	1.	The Employer is: Thembisile Hani Local Munio Private Bag X 4041 Empumalanga 0458	cipality	
Tender notice and invitation to tender Tender data  Returnable Documents List of Returnable Documents  The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data  Pricing Data Pricing Instruction Bill of Quantities  Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy  3. Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  4 Communication. The Employer's Representative is;    Accounting Officer;   Procurement Eng.   Technical Enguiries.   Mr. D. J.D. Mahlangu   Private Bag X 4041   Empumalanga   Empumalanga   Q458   Tel: 013 986 9100   Tel: 013 986 9153   Tel: 013 986 9199     4.1 Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.	2.	Tender Documents		
List of Returnable Documents  The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data  Pricing Data Pricing Instruction Bill of Quantities  Terms of Reference Terms of Reference Terms of Reference Terms of Reference  Additional Relevant Documents Supply Chain Management Policy  3. Interpretation  The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  4 Communication.  The Employer's Representative is;  Accounting Officer; Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga U458 U458 U458 Tel: 013 986 9100  Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.		Tender notice and invita		
Agreements and Contract data Forms of Offer and Acceptance Contract Data  Pricing Data Pricing Instruction Bill of Quantities  Terms of Reference Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy  3. Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  4 Communication. The Employer's Representative is;  Accounting Officer: Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga Private Bag X 4041 Empumalanga O458 Tel: 013 986 9100  Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.				
Pricing Instruction Bill of Quantities  Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy  3. Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  4 Communication. The Employer's Representative is;    Accounting Officer:   Procurement Eng.   Mr. LD Nkosi   Private Bag X 4041   Empumalanga   Empumalanga   Private Bag X 4041   Empumalanga   Empumalanga   D458   D458   D458   D458   Tel: 013 986 9100   Tel: 013 986 9153   Tel: 013 986 9199     4.1 Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.		Agreements and Contr Forms of Offer and Acce		
Additional Relevant Documents Supply Chain Management Policy  3. Interpretation  The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  4 Communication.  The Employer's Representative is;  Accounting Officer; Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga Private Bag X 4041 Empumalanga U458 Tel: 013 986 9100  Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.		Pricing Instruction		
Supply Chain Management Policy  3. Interpretation  The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  4 Communication.  The Employer's Representative is;    Accounting Officer:   Procurement Eng.   Supply Chain Unit   Mr. LD Nkosi   Private Bag X 4041   Empumalanga   Empumalanga   Empumalanga   Empumalanga   O458   O458   Tel: 013 986 9100   Tel: 013 986 9153   Tel: 013 986 9199    4.1 Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.				
The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.  Communication.  The Employer's Representative is;  Accounting Officer; Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga O458 Tel: 013 986 9100  Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.				
the returnable documents are deemed to be part of these tender conditions.  Communication.  The Employer's Representative is;  Accounting Officer; Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100  Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.	3.	Interpretation		
The Employer's Representative is;    Accounting Officer:   Mr. D.J.D. Mahlangu   Private Bag X 4041   Private Bag X 4041   Empumalanga   Empumalanga   O458   Tel: 013 986 9100   Tel: 013 986 9153   Tel: 013 986 9199				
Accounting Officer: Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100  Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.	4	Communication.		
Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100  Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.		The Employer's Representat	tive is;	
to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.		Mr. D.J.D. Mahlangu Private Bag X 4041 Empumalanga 0458	Supply Chain Unit Private Bag X 4041 Empumalanga 0458	Mr. LD Nkosi Private Bag X 4041 Empumalanga 0458
5 The Employer's right to accept or reject any tender offer	4.1	to the close of tenders will formally by the employer in v	not be regarded as binding owriting to the tenders, under the	n the employer. Only information issued
	5	The Employer's right to ac	cept or reject any tender off	er



	The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Thembisile Hani Local Municipality.
6	Tenderer Obligations
6.1	The Council retains the right to call for any additional information that it may deem necessary
6.2	If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards.
	Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:  1. Control
	<ul><li>2. Management</li><li>3. Operations</li><li>4. Risk</li><li>5. Profit and Loss</li></ul>
6.3	If a Tenderer, or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.
6.4	At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,
7.	Proof of warrantee  None
8	Compensation of tendering
	The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
9	Check documents
	The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
10.1	Confidentiality and Copyright of Documents.  Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation



10.2	Clarification Meeting			
	No compulsory clarification meeting will be held.			
10.3	In the case of a Joint Venture a representative of each of the Companies in the Joint Venture			
	partnership should attend the meeting.			
10.4	No individual may represent more than one tenderer at the compulsory briefing session. Non-			
	completion in full of the fields required on the attendance register may lead to automatic			
	disqualification			
11	Submitting tender offer:			
11.1	No Tender document will be considered unless submitted on Council's Official Tender Document			
11.2	Return all the returnable documents to the employer after completing them.			
11.0				
11.3	The employer's address for delivery of tender offers and identification details to be shown on such tender offer package are:			
	Location of tender box: Thembisile Hani Local Municipality Physical address: Stand No 24, Corner Police Station Kwaggafontein C,			
	Empumalanga			
	<del>-</del>			
	Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered			
11.4	All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's			
	possession until after the stipulated closing date and time.			
11.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute			
	tenders will be considered.			
12.	Closing Time:			
12.1	The time and location for opening of the Tender offers are:			
	Closing Time: 12:00 Closing Date: 14 December 2023			
	Location: Thembisile Hani Local Municipality			
	Stand No. 24			
	Corner Police Station  Kwaggafontein C			
	Empumalanga			
	0458			
	Tenders will be opened in public at the same time.			



12.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the THLM.
13.	Pricing the tender
	State the rates and prices in Rand
	NB: Should prices be affected by exchange rates and price fluctuations, bidders should take forward cover and this be incorporated in the price tendered.
14.	Alterations to the Tender Documents.
	<b>No</b> alterations may be made to the tender document issued by the employer.
	Proposals and any other supporting documents must be attached to the back of this tender document
15	Alternative tender offer.
	No alternative tender offers will be considered or accepted
	Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.
16	Tender Offer Validity
	The Tender offer validity period is <b>120 days</b> from the closing date.
17	Tender clarification after submission
	A tender will not be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.
18	Tender evaluation points
18.1	The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
18.2	Preference points for this bid shall be awarded for:
	(a) Price; and (b) Specific Goals.
18.3	The maximum points for this bid are allocated as follows:
10.5	The maximum points for this bid are allocated as follows.



		POINTS			
	PRICE	80			
	SPECIFIC GOALS	20			
	Total points for Price and Specific Goals must not	100			
	exceed				
9.	Evaluation of Tenders		<u> </u>		
	The Tenderers notice is drawn to the fact that the evaluation,	adjudication and	d awarding of this		
	tender will be in terms of the Supply Chain Management Police	cy of the THLM.			
9.1	The following steps will be followed in evaluation;				
	complete. responsive. ifers. s claimed by ten dit record of the				
9.2	Evaluation Criteria				
	The procedure for the evaluation of responsive Bids will be on the average of the previous three				
	projects where the firm was involved				
	The tenders shall be considered for further evaluation when they score <b>60</b> points out of <b>80</b> points				
	of the maximum <b>80</b> points allocated.				
	Summary of Functional	ity			
	Organising and Staffing	30			
	Plant	20			
	Experience of Firm	30			
	Total	80			
	Tenders are adjudicated in terms of THLM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.				
19.3.1	Technical adjudication and General Criteria				
	<ul> <li>Tenders will be adjudicated in terms of inter alia:</li> <li>Compliance with Tender conditions</li> <li>Technical specifications</li> </ul>				



If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document must be completed in full as required and as stipulated in the tender data
- If any tender document is tempered with or it is unbinded or unbundled.
- Failure to complete the schedule of quantities as required only lump sums provided.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of correction fluid without initialling or the use of any erasable ink, e.g. pencil.
- Failure to attend compulsory site inspections
- The Tender has not been properly signed by a party having the authority to do so, according to the Form D "Authority for Signatory"
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.
- Particulars required in respect of the Tender have not been provided non-compliance of Tender requirements and/or specifications.
- The Tenderer's attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Failure to complete and sign Form C1.1 Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.

# 19.3.2 Size of enterprise and current workload

- Evaluation of the Tenderer's position in terms of:
- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

#### 19.3.3 Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

## 19.3.4 **Proposed Key Personnel**



In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CVs) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- PDI status (describing population group, gender and disabilities)
- Educational qualifications
- Professional Registrations
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- o Language proficiency and
- o References (company name, individual name, position held, contact details)

Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services

#### 19.3.5 **Previous experience**

The procedure for the evaluation of responsive Bids will be on the average of the **previous projects** where the firm was involved.

The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer.

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

# 19.3.6 The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.

#### 19.3.7 Financial ability to execute the contract:

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- Proof of warrantee
- Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.



19.3.8	Good standing with SA Revenue Services
	<ul> <li>Determine whether an original valid tax clearance certificate has been submitted.</li> </ul>
	<ul> <li>The Tenderer must affix a valid tax verification PIN Certificate.</li> </ul>
19.3.9	If the Tender does <b>not</b> meet the requirements contained in the THLM Procurement Policy, and the
	mentioned framework, it will be rejected by the Council, and may not subsequently be made
	acceptable by correction or withdrawal of the non-conforming deviation or reservation
19.3.10	Penalties
	The Thembisile Hani Local Municipality will if upon investigation it is found that a preference
	in terms of the Act and these regulations has been obtained on a fraudulent basis, or any
	specified goals are not attained in the performance of the contract, on discretion of the
	Municipal Manager, one or more of the following penalties will be imposed:
	<ul> <li>Cancel the contract and recover all losses or damages incurred or sustained from the</li> </ul>
	Tenderer.
	<ul> <li>Impose a financial penalty at the discretion of Council</li> </ul>
	<ul> <li>Restrict the contractor, its shareholders and directors on obtaining any business from the</li> </ul>
	Thembisile Hani Local Municipality for a period of 5 years
20	The additional conditions of Tender are:
	1 Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence
	that his financial, labour and resources are adequate for carrying out the project.
	2 The Thembisile Hani Local Municipality reserves the right to appoint a firm of chartered
	accountants and auditors and / or execute any other financial investigations on the financial
	resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such
	investigations.



## FORM A : EVALUATION SCHEDULE: TENDER COMPLIANCE

## **Tender Compliance by the Contracting Firm**

It must be noted that a total of **35 points** must be obtained by the Contracting Firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Delegation of Authority (Note 01)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Completing tender document (Note 02)	Must initial every page in the tender document, signing and fill the tender document in full	Yes	5	
Company registration (Note 03)	Proof of Company Registration with Company Intellectual Property Registration Office (CIPRO) and proof of shareholding	Yes	5	
Tax Pin Verification (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
Municipal Account (Note 05)	A statement of the municipal account which does not owe municipal services for more than 90 days must be attached.	Yes	5	
CSD Report (Note 06)	A copy of CSD report of the company which is not older than 1 (one) month must be attached.	Yes	5	
Bank Confirmation Letter (Note 07)	Proof in the form of a bank stamped letter (electronic or e-confirmation) from the bank not older than three (3) months confirming the bank account and details.	Yes	5	
Total 35 points				

## Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as



a delegated and authorized Signatory must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

#### Note 02: Completing tender document

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialled accordingly and required documentation attached. Failure, which shall warrant an automatic elimination of tender from any further evaluation.

#### Note 03: Company registration

A proof of company registration in the form of a copy from Company Intellectual Property Registration Office (CIPRO) shall be attached including a copy of a certificate for proof of shareholding. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

#### **Note 04: Tax Verification PIN**

A copy of tax registration and compliance **(Tax PIN)** with relevant tax legislation in the form of a valid verification pin certificate shall be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

#### **Note 05: Municipal Account**

Attach an original or a copy of a municipal utility account (not older than three (3) months) and the account must be in arrears for more 90 days of any of the registered Director(s) or Company. Attach a copy of the lease agreement along with the utility account of the Landlord, whereby the company is leasing the property it is operating from. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

#### **Note 06: CSD Summary Report**

Attach a copy of CSD Summary report of the company which is not older than one (1) month must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

#### **Note 07: Bank Confirmation Letter**

Attach a proof in the form of a bank stamped letter (electronic or e-confirmation) from the bank not older than three (3) months confirming the bank account and details. Failure to attach the certificate shall warrant automatic elimination of tender from any further evaluation.

#### THLM/ SCM22/2022-2023/WS06 Appointment of a panel of service providers for the supply and delivery of water and sanitation materials as and when required for a period of 36 months.



The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person Authorized to sign Tender:	
FULL NAME:	
SIGNATURE:	DATE:



#### FORM B : EVALUATION SCHEDULE: PERSONNEL AND PREVIOUS RELATED WORK EXPERIENCE

The Firm's tender responsiveness in relation to points is therefore summarized as follows:

Summary of Functionality				
Organising and Staffing	30			
Plant	20			
Experience of Firm	30			
Total	80			

A firm must obtain a minimum of 60 points out of the 80 points above to be considered for price and evaluation on specific goals.

Organising and Staffing (Maximum points obtainable 30)

Project Manager / Team Leader:	(Maximum Points obtainable 14)

Name	• • •••••••
------	----------------

Evaluation		Eliminatio	Points	Points
Criteria	Minimum Required	n Factor	obtainable	Claimed
	Matric Certificate	No	3	
	Matric and Certificate in Business			
Academic	Management /Logistics / Financial			
Qualifications	Management (NQF 2) or higher.	No	6	
Sub-total			6	
		Eliminatio		
Experience of Te	eam Leader in similar projects	n Factor		
Involvement in	1 Project	No	2	
comparable projects	2 -3 projects	No	4	
(Supply and				
Delivery of				
Goods)	4 projects and above	No	8	



Sub-total	8	
Total	14	

# **Account/ Contract Clerk:**

# (Maximum Points obtainable 12)

Name: .....

Evaluation	Minimum Required	Elimination	Points	Points
Criteria		Factor	obtainable	Claimed
Academic	Certificate in Business	No	4	
Qualifications	Management /Logistics /			
	Financial Management (NQF 2)			
	or Higher			
Sub-total			4	
Years of	2 -4	No	6	
experience in				
supply and				
delivery of				
goods projects	5 and above	No	8	
Sub-total			8	
Total	Total			

(Maximum Points obtainable 4)

Name: .....

Evaluation		Elimination	Points	Points
Criteria	Minimum Required	Factor	obtainable	Claimed
	Driver's Licence : Code 10 with			
	Valid PrDP	No	1	
Academic	Driver's Licence : Code 14 with			
Qualifications	Valid PrDP	No	2	
Sub-total	Sub-total Sub-total			
Years of				
experience in	1-2 years' experience	No	1	
supply and delivery				
projects	3 and above	No	2	
<b>Sub-total</b>			2	
Total	Total			



ORGANISING AND STAFFING/PERSONNEL			
PERSONNEL	TOTAL	SCORES	
Construction Manager/Team Leader	14		
Account/ Contract Clerk	12		
Driver	4		
TOTAL	30		

# **PLANT (Maximum Points obtainable 20)**

It must be noted that a total points of 20 are obtainable by the Firm in relation to the requirements as mentioned on the table below, failure to submit evidential supporting documents is not an eliminating factor **BUT** a zero point will be scored. Letter of intent or quotation from the lessor or Proof of ownership must be attached.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainabl e (Own)	Points obtainable (leased)	Points Claimed
and equipment	Firm's number of 4 ton truck x 1	No	12	6	
-Note: Proof of ownership or the Letter of intent or quotation from the lessor of firm's equipment must be attached and failure to do so will result in forfeiting the plant points	Firm's number of bakkies or LDV x 2	No	8	4	
Sub-total			20	10	
			20	20	

# **EXPERIENCE OF FIRM (Maximum Points obtainable 30)**



# Note: Company's previous completed projects

Provide proof of the company's previous related completed projects which is in the form of verifiable appointment letters / orders issued with contact details. If these are not provided, zero points will be allocated in that regard.

Evaluation Criteria	Evaluation Criteria	Eliminatio n Factor	Points obtainable	Points Claimed
Company experience in terms of completed	1 Projects	No	10	
projects for Supply and delivery of goods.	2 – 3 Projects	No	20	
	4 and Above	No	30	
Sub-Total			30	
TOTAL			30	

<b>TOTAL</b>	SCORE:	/	80