



E1.1 Notice and invitation to submit an EXPRESSION OF INTEREST

The KwaDukuza Municipality hereby invites suitable companies for **Contract MN 22/2022 :Establishment of a Prequalified list of Professional Service Providers in the Built Environment for a period of 3 years** . The panel or database will be valid for a period of three (3) years from the date of establishment and will be used by the KwaDukuza Municipality as and when needed.

Qualifying companies will be admitted to the prequalified list of professional service providers to provide services as per each Built Environment Professional's Identification of Work and any other service identified by the employer within the boundaries of KwaDukuza Municipality for a period of three (3) years.

Shortlisted/Prequalified companies from the list would then be invited, as and when required by Municipality. Each Professional firm is expected to have its resources and planning processes ready to urgently respond to whichever need that may arise within the municipality.

The physical address for collection of Expression of interest document for : **Establishment of a Prequalified list of Professional Service Providers in the Built Environment for a period of 3 years** is the KwaDukuza Municipality, Civil Services Department, PMU Building, 2 Industrial Crescent, KwaDukuza, upon presentation of a receipt proving prior payment of a non-refundable fee of **R 727.00** (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza (Cash only). Tender documents will be available from **09H00 on 15 December 2022 until 15H00 on 18 January 2023**. Contact person regarding collection of these documents is: Hlengiwe Khuzwayo, Tel No: 032 437 5090. Technical queries may be addressed to: Mr. Senzo Buthelezi, Tel No.: 032 437 5058, e-mail: senzob@kwadukuza.gov.za Supply Chain Management queries to be directed to Mr Luyanda Tshonapi, email: luyandat@kwadukuza.gov.za

A compulsory clarification meeting, with representatives of the Employer, will take place at the KwaDukuza Municipality: PMU Boardroom, Lavoipierre Building, 2 Industria Crescent, KwaDukuza, 4450 **on 19 January 2023 starting at 10H00**. Late attendance will not be accepted, and tenderers will NOT be admitted into the meeting venue. Only those tenderers who are in possession of a tender document shall be permitted to participate in discussion at the compulsory clarification meeting. All Bidders need to adhere to COVID19 regulations.

The Expression of interest document/s shall be placed in sealed envelope, endorsed with **MN 22/2022: Establishment of a Prequalified list of Professional Service Providers in the Built Environment for a period of 3 years** and be placed in the Tender Box at the Municipal Offices Lavoipierre Yard, Stores building: **No.2 Industria Crescent Lavoipierre SCM / Stores KwaDukuza**, not later than **12h00 on 30 January 2023** , at which time the tenders will be opened in public. It is the

responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location.

The Expression of interest document/ quantum of work will be assessed according to the following criteria:

- 80/20 or 90/10 preference points system will apply in terms of the Preferential Procurement Regulations, 2017 (B-BBEE Status Level of Contribution - an original, sworn affidavit signed by EME representative and attested by the commissioner of oath or copy of the BBEE certificate issued by CIPC is required)
- Professional service provider /consultant shall provide the Municipality with a compliance clearance PIN to verify tax compliance status.
- **NB: Bidders who are listed in the National Treasury register of defaulters and restricted suppliers will be automatically disqualified.**
- A copy of Municipal Utility Bill (not older than 3 months) in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant, then a letter or certificate from the landlord indicating that the levies are not in arrears. Should the above not be applicable, the service provider shall submit an affidavit.
- Shortlisted/Prequalified companies /Professional service provider /consultant admitted in the panel will be invited, as and when required, by KwaDukuza Municipality to submit quotations or respond to tender requests and meet other requirements to be considered successful for tenders.
- Professional service provider /consultant in the panel is expected to have its resources ready to urgently respond to which ever need that may arise.
- Professional service providers are expected to adhere to mandatory and compliance issues, be registered with a relevant professional body (where applicable) to be admitted into the list and are eligible to have their submissions evaluated. Application forms from Members who hold the candidate status in the relevant built environment professional bodies will not be accepted by the municipality. Relevant regulatory council rules will apply.,
- The requirement of submissions is detailed in the Submission Data.
- *A Tender must scoring a minimum of **60 points** in Functionality will be considered for further evaluation.*

Below is summary of Functionality scoring, full details of scoring are indicated in the Tender Data

Functionality criteria	Maximum number of points
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Company experience	30 points
Proposed team	20 points
Projects implemented by company	25 points
Quality management system	5 points
Labour intensive construction	10 points
Owner / Director qualifications	10 points
Total	100

All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Data Base. Council does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company. Canvassing in any form in the gift of Council is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from persons in the services of any organ of state.

NJ MDAKANE

Municipal Manager