TENDER DATA

<table>
<tr><td>1.</td><td>The Employer is:
Thembisile Hani Local Municipality
Private Bag X 4041
Empumalanga
0458</td></tr>
<tr><td>2.</td><td>Tender Documents</td></tr>
<tr><td></td><td>Tendering Procedures
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</td></tr>
<tr><td>3.</td><td>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.</td></tr>
<tr><td>4

4.1</td><td>Communication.

The Employer’s Representative is;

<table>
<tr><td><u>Accounting Officer:</u>
Mr. D.J.D Mahlangu
Private Bag X 4041
Empumalanga
0458
Tel: 013 986 9100</td><td><u>Procurement Eng.</u>
Supply Chain Unit
Private Bag X 4041
Empumalanga
0458
Tel: 013 986 9233</td><td><u>Technical Enquiries.</u>
Mr. R Makhubele
Private Bag X 4041
Empumalanga
0458
Tel : 013 986 9198</td></tr>
</table>
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.</td></tr>
</table>

4.2 **Eligibility Criteria and Requirements**

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

1. Tenderer is registered on the Central Supplier Database
2. Tenderer is qualified and professionally registered for the service to be provided
3. Tenderer has the managerial capacity, reliability and experience regarding the nature of the project

Only those tenderers who score a minimum score of **75 points** in respect of the following functionality criteria will proceed to the price and preference goals.

Summary of Functionality	
Professional Team	40
Company Track record	15
Methodology	20
Skills transfer plan	10
Accreditations and Professional affiliations	05
Financial Capability	10
Total	**100**

5 **The Employer's right to accept or reject any tender offer**

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
2. Management
3. Operations
4. Risk
5. Profit and Loss

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. **Thembisile Hani Local Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document, qualifications of key personnel for review and certification by its Commissioner of Oath.**
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. **In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by THLM or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify THLM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.**
10.2	**Clarification Meeting** None
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.

11.3	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 Kwaggafotein C , Empumalanga 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: 12h00**
12.1	The time and location for opening of the Tender offers are: Closing Time: **12:00pm** Closing Date: **14 December 2026** Location: **Thembisile Hani Local Municipality** **Stand No. 24** **Corner Police Station** **Kwaggafontein C** **Empumalanga** **0458**
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 exchange rates and price fluctuations, bidders affect prices should take forward cover and this be incorporated in the price tendered.**
14.	**Alterations to the Tender Documents.** **No** 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 **120 days** from the closing date.
17	**Tender clarification after submission**
	A tender may 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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals must not exceed	**100**

19.	**Evaluation of Tenders** The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the THLM.
19.1	**The following steps will be followed in evaluation;** 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Awarding of points for financial offer. 6. Ranking of tenderers according to the total points 7. Performance of risk analysis by checking the credit record of the tenderers

19.2

Summary of Functionality	
Professional Team	40
Company Track record	15
Methodology	20
Skills transfer plan	10
Accreditations and Professional affiliations	05
Financial Capability	10
Total	**100**

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** ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions ▪ Technical specifications 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 is not fully completed 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 tippex or any erasable ink, e.g. pencil. ▪ Tender docoument not completed in black in and not photo copied or faxed. ▪ 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 Tenderder 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 Tenderder that performance was unsatisfactory. ▪ Tax Compliance Status documents with PIN. ▪ Each company within the Joint Venture / Consortium must attach their Tax Compliance Status documents with SARS verification PIN together with Certified copies of directors ID. ▪ Copy of company registration documents. ▪ Copy of latest municipal account which is not more than 1 month old at the time of closing.

	▪ The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and or the directors, which must stipulate the responsibility of payment of municipal services. ▪ Central Supplier Database (CSD) registration summary report with tax and BBBEE compliant status ▪ Completed and Signed Schedule of Quantities
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 (CV's) 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: o Position in the firm and within the organisation of this assignment o PDI status (describing population group, gender and disabilities) o Educational qualifications o Professional Registrations o 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 three 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 within the last five (5) years. 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** ▪ Determine whether an original valid Tax Pin certificate has been submitted. ▪ The tenderer **must affix a valid Tax verification PIN from SARS.**
19.3.9	If the Tender does **not** 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: ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the 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 EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender Compliance by the Contracting Firm

It must be noted that a total of **45 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 Companies and Intellectual Property Commission (CIPC) and proof of shareholding.	Yes	5	
Tax Verification Pin **(Note 04)**	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
COIDA Certificate **(Note 05)**	A Proof of valid good standing letter with Department of Labour must be attached.	Yes	5	
Municipal Account **(Note 06)**	A statement of the municipal account which does not owe municipal services for more than 90 days must be attached.	Yes	5	
Bank Confirmation Letter **(Note 07)**	A proof in the form bank stamped letter from the bank not older than three (3) months confirming the bank account and details.	Yes	5	
CSD Report **(Note 08)**	A copy of CSD report of the company which is not older than 1 (one) month must be attached.	Yes	5	
Total			**40**	

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 to complete the Tender Document 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 Companies and Intellectual Property Commission (CIPC) shall be attached including a copy of a certificate for proof of shareholding and certificate and in the case of a close corporation a member's interest certificate. Failure to attach the CIPC 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 avalid verification pin certificate shall be attached. Failure to attach the Tax Pin certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Letter of Good Standing (COIDA)

Proof of a valid Letter of Good Standing with COIDA issued by the Department of Labour must be attached. The attached letter must be valid at the time of closing of tenders. Failure to attach the **COIDA** certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 06: Municipal Account

Attach an original or a copy of a municipal utility account not older than 1 and the account must **not be** in arrears for more 90 days of any of the registered Director(s) **and** Company. Alternatively attach a copy lease agreement, whereby the company is leasing the property its operating from. Failure to attach the municipal account shall warrant an automatic elimination of tender from any further evaluation.

Note 07. Bank Confirmation Letter

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

Note 08: CSD Report

Attach a copy of CSD summary report of the company which is not older than one (01) month must be attached. Failure to attach the central supplier database report shall warrant an automatic elimination of tender from any further evaluation.

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 Authorised 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 summarised as follows:

Summary of Functionality	
Professional service team	40
Company track record	15
Methodology	20
Skills transfer plan	10
Accreditations and professional affiliations	05
Financial Capability of the bidder	10
Total	**100**

A company must obtain a minimum of 75 points out of the 100 points above to be considered for price and evaluation on specific goals.

Professional service team **(Maximum points obtainable 40)**

Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
Professional services team		**40 points**	
Project leader		**5 points**	
Academic qualifications	Honours degree **(NQF 8)** in the Management Sciences, Accounting or a built environment discipline	1	
	Master's degree **(NQF 9)** or higher in the Management Sciences, Accounting or a built environment discipline	2	
Sub-total: project leader's academic qualifications:		**2**	
Professional registration/certificate	Professional registration as any one of: • CSAM • CA(SA) • Pr.Eng or Pr. Tech. Eng	1	
	Professional registration as any of the above plus Project Management Professional (PMP)	2	
Sub-total: Project leader's professional registration/certification		**2**	
Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
Asset Management experience (Submission of CV)	The project leader has a minimum of eight (8) years asset management experience in the public and/or has been involved in at least 10 asset management projects that reflects the scope of services specified.	1	
Sub-total: Project leader's asset management experience		**1**	

Total: Project leader	**5**	

Asset management specialist		**5**	
Academic qualification	Minimum of Bachelor's degree **(NQF 7)** in Management Science, Accounting or equivalent	1	
	Master's degree **(NQF 8)** or higher in the management sciences, accounting or a built environment discipline	2	
Sub-total: Project asset management specialist's academic qualifications		**2**	
Professional registration/certificate	The asset management specialist is certified as a CSAM	1	
Sub-total: Project asset management specialist's professional registration/certification		**1**	
Asset management experience in comparable projects (Submission of CV)	The proposed asset management specialist has completed ten (10) or more projects of similar scope in the public sector	1	
	The proposed asset management specialist has completed fifteen (15) or more projects of similar scope in the public sector, of which at least ten (10) projects are in the local government environment	2	
Sub-total: Project asset management specialist's experience		**2**	
Total: Asset management specialist		**5**	

Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
Project lead accountant		**5**	
Academic qualification	The project lead accountant has at least a Honours degree **(NQF 8)** Or Higher in Accounting	1	
Sub-total: Project lead accountant's academic qualifications		**1**	
Professional registration	The project lead accountant is a CA(SA)	1	
Sub-total: Project lead accountant's professional registration		**1**	
Asset management experience (Submission of a CV)	The project lead accountant has at least three (3) years post article experience in the local government environment that includes the preparation of GRAP and mSCOA compliant asset registers	2	
	The project lead accountant has at least five (5) years post article experience in the local government environment that includes the preparation of GRAP and three (3) years in relation to mSCOA compliant asset registers	3	
Sub-total: Project Lead Accountant's asset management experience		**3**	
Total: Project Lead Accountant		**5**	

Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
Second Project Accountant		**3**	

Academic qualification	The second project accountant has at least a Bachelor's degree **(NQF 7)** or equivalent in Accounting	1	
Sub-total: Project second accountant's academic qualifications		**1**	
Asset Management experience	The project second accountant has at least five (5) years' experience in the local government environment that includes the preparation of GRAP and three(3) mSCOA compliant asset registers	2	
Sub-total: Project Second Accountant's asset management experience		**2**	
Total: Project Second Accountant		**3**	

Project Lead Civil Engineering Professional		**5**	
Academic qualification	The project lead civil engineering professional has a minimum of Bachelor's degree **(NQF 7)** or equivalent	1	
Sub-total: Project lead civil engineering professional's academic qualifications		**1**	
Professional registration/certificate	The project lead civil engineering professional is not registered as either a Pr. Tech Eng or as a Pr. Eng,	2	
Sub-total: Project lead civil engineering professional's professional registration		**2**	

Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
Project lead civil engineering professional (continued)		**5**	
Asset management experience (Submission of CV)	The proposed project lead civil engineering professional has at least eight (8) years' experience in the preparation of municipal asset registers	2	
Sub-total: Project lead civil engineering professional's asset management experience		**2**	
Total: Project lead civil engineering professional		**5**	
Project lead electrical engineering professional		**4**	
Academic qualifications	The project lead electrical engineering professional does not have a minimum of Bachelor's degree or equivalent, in which case the proposed project lead electrical engineering professional's CV is considered non-responsive leading to elimination of the tender bid submitted	0	
	The project lead electrical engineering professional has a minimum of Bachelor's degree **(NQF 7)** or equivalent	1	
Sub-total: Project lead electrical engineering professional's academic qualifications		**1**	
Professional registration / certification	The project lead electrical engineering professional is not registered as either a Pr. Tech Eng or as a Pr. Eng, in which case the proposed project lead electrical engineering professional's CV is considered non-responsive leading to elimination of the tender bid submitted	0	

	The project lead electrical engineering professional is not registered as either a Pr. Tech Eng or as a Pr. Eng,	2	
Sub-total: Project lead electrical engineering professional's professional registration		**2**	
Asset management experience in comparable projects	The proposed project lead electrical engineering professional has less than two (2) years' experience in the preparation of asset registers for municipalities	0	
	The proposed project lead electrical engineering professional has two (2) years' experience in the preparation of asset registers for municipalities	1	
Sub-total: Project lead electrical engineering professional's asset management experience		**1**	
Total: Project lead electrical engineering professional		**4**	

Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
Property Valuer		**3**	
Academic qualification	The proposed property valuer must have a minimum of a National Diploma **(NQF 6)** in Real Estate Management or equivalent	1	
Sub-total: Property valuer's academic qualifications		**1**	
Professional registration/certificate	The property valuer is registered as a Professional Valuer without any restrictions	1	
Sub-total: Property valuer's professional registration		**1**	
Asset management experience	The property valuer has eight (8) years' experience following professional registration, including in the preparation of municipal property valuation rolls	1	
Sub-total: Property valuer's experience		**1**	
Total: Property valuer		**3**	

Facilities management specialist		**2**	
Academic qualification	The facilities management specialist has a minimum of Bachelor's degree **(NQF 7)** in Real Estate, Facilities Management.	1	
Sub-total: Facilities management specialist's academic qualifications		**1**	

Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
Facilities management specialist (continued)		**2**	
Asset management experience	The facilities management specialist has at least five (5) years' experience in the local government environment that includes the preparation of GRAP and mSCOA compliant asset registers	1	

Sub-total: Facilities management specialist's experience	**1**	
Total: Facilities management specialist	**2**	

Maintenance management specialist		**5**	
Academic qualification	The maintenance management specialist has a minimum of a Bachelor's degree **(NQF 7).**	1	
Sub-total: Maintenance management specialist's academic qualifications		**1**	
Professional registration/certificate	The maintenance management specialist is registered as either a CMRP / or a CRE	1	
Sub-total: Maintenance management specialist's professional registration		**1**	
Asset management experience	The maintenance management specialist has l between three (3) and eight (8) years' experience in asset lifecycle planning and management	1	
	The maintenance management specialist has l a minimum of eight (8) years' experience in asset lifecycle planning and management in local government, covering all major asset portfolios typically found in local municipalities	3	
Sub-total: Maintenance management specialist's experience		**3**	
Total: Maintenance management specialist		**5**	

Evaluation criteria	**Minimum required**	**Maximum points obtainable**	**Points claimed**
GIS Professional		**3**	
Academic qualification	The proposed GIS professional has a minimum of a relevant Bachelor's degree **(NQF 7)** in GIS(e.g. Geo Informatics or Environmental Management)	1	
Sub-total: GIS professional's academic qualifications		**1**	
Professional registration/certificate	The GIS Professional is registered as a GIS Professional	1	
Sub-total: GIS professional's professional registration		**1**	
Asset management experience	The GIS professional has at least three (3) years post registration experience in the GIS environment and more than ten (10) projects providing GIS support in the preparation of municipal immovable asset registers	1	
Sub-total: GIS professional's asset management experience		**1**	
Total: GIS professional		**3**	
TOTAL: PROFESSIONAL SERVICES TEAM		**40**	

NOTE: AN INDIVIDUAL MAY ONLY APPLY FOR ONE PROFESSION; IF THEY APPLY FOR ANY OTHER PROFESSION IN THIS BID, THEY WILL GET ZERO POINTS.

B. COMPANY TRACK RECORD

EXPERIENCE OF FIRM (Maximum Points obtainable 15)

Note: Company's previous completed projects

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

Evaluation criteria	Minimum requirements/description	Maximum points obtainable	Points claimed
Company track record: asset registers		**10**	
Unqualified audit outcomes on asset registers	The tenderer did not provide reference letters from at least five (5) public sector clients within the past five (5) years indicating unqualified audit outcomes on asset registers prepared by the tenderer, in which case the tenderer is considered non-responsive leading to elimination of the tender bid submitted*	0	
	The tenderer provided five (5) reference letters from at least five (5) public sector clients within the past five (5) years indicating unqualified audit outcomes on asset registers prepared by the tenderer*	5	
	The tenderer provided eight (8) reference letters from at least 5 (five) public sector clients within the past ten (10) years indicating unqualified audit outcomes on asset registers prepared by the tenderer, of which at least five (5) reference letters are from municipalities*	10	
	** A reference letter indicating that the service provider managed to improve an audit outcome relating to an asset register following first appointment by a client will be counted as an unqualified audit outcome*		
Sub-total: Company track record in producing unqualified audit outcomes on asset registers		**10**	
Company track record: maintenance management		**5**	
Maintenance management	The tenderer did not provide reference letters for at least three (3) maintenance management-related projects for public sector clients within the past five (5) years that include elements of maintenance management strategies, plans and budget preparation. In such an instance the tender bid is considered non-responsive, leading to elimination of the tender bid submitted	0	
	The tenderer provided reference letters for at least three (3) maintenance management-related projects for public sector clients within the past five (5) years that include elements of maintenance management strategies, plans and budget preparation.	3	

	The tenderer provided reference letters for more than three (3) maintenance management-related projects for public sector clients within the past five (5) years that include elements of maintenance management strategies, plans and budget preparation.	5	
Sub-total: Track record in maintenance management		**5**	
TOTAL: COMPANY TRACK RECORD		**15**	

C. METHODOLOGY

Methodology (Maximum points obtainable 20)

Evaluation criteria	**Maximum points obtainable**	**Points claimed**
Methodology	**20**	
The methodology presented is unlikely to lead to achievement of the project objectives and/or: 1. Inception and data collection	4	
2. Annual verification, condition assessment and impairment testing	4	
3. Asset management policy and procedures	4	
4. Maintenance and updating of financial asset register	4	
5. Audit support	4	
A clear, robust methodology was presented that fully addresses the scope of work to be performed over the entirety of the contract period. Key project risks were identified and mitigation measures proposed. A project plan has been submitted that takes into account statutory submission dates and other key considerations		
TOTAL: METHODOLOGY	**20**	

D. SKILLS TRANSFER PLAN

Skills transfer plan (Maximum points obtainable 10)

Evaluation criteria	Minimum requirements/description	Maximum points obtainable	Points claimed
Compliance plan		**5**	
	The proposed skills transfer plan must be in line with the LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 MUNICIPAL COST CONTAINMENT REGULATIONS, 2019.	5	
Sub-total: Compliance		**5**	
Skills plan		**5**	
	The proposed skills transfer plan must be SMART; specific, measurable, attainable, realistic and timely.	5	
Sub-total: Skills Plan		**5**	
Total		**10**	

E. ACCREDITATIONS AND PROFESSIONAL AFFILIATIONS

Accreditations and professional affiliations (Maximum points obtainable 5)

Evaluation criteria	Minimum requirements/description	Maximum points obtainable	Points claimed
Compliance plan		**5**	
	The bidding company holds valid corporate accreditation, registration or membership with SAAMA or another recognised professional body relevant to asset management and the scope of work.	5	
Sub-total: Accounting functionality		**5**	

Financial Capability of the bidder **(Maximum Points obtainable 10)**

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Financial Capability of the bidder (Access to funding and risk management) **Total Points (10)**	The bidder should provide a funding facility/commitment/support letter from a registered financial institution or other acceptable evidence demonstrating its status of a going concern, including Annual Financial Statements where applicable			
	Financial information demonstrates adequate liquidity or available working capital to meet the contract's documented start-up and operating requirements	No	4	
	Financial information demonstrates sufficient resources or verified financing to sustain service delivery between payment cycles	No	3	
	Financial information demonstrates reasonable financial stability, with no material unresolved concerns affecting contract performance	No	3	
Sub-total			**10**	

TOTAL SCORE:_____/100