



TENDER NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

BID NO	DESCRIPTION	ADVERTISED DATE	CLOSING DATE
ELM/3/01/2025T	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF REVENUE BASE STRATEGIES, PROCESSES AND FUNDING PRIORITISATION ON RISK BASIS ON ENTITY CORE FUNCTIONS FOR EMALAHLENI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS.	27 JANUARY 2025	28 FEBRUARY 2025 @ 12H00

Bid documents will be available from the **27 JANUARY 2025** on the Emalahleni Local Municipality Municipal Website: www.emalahlenilm.gov.za and **E-TENDER PORTAL**.

Project enquiries shall be directed to **Mrs. B Lubhelwana** on **060 571 0711 / lubelwanab@emalahlenilm.gov.za** during normal office hours (08h00-16h30) and all bidding enquiries shall be directed to **Mr. N Stemela** on **078 112 8036/ at stemelan@emalahlenilm.gov.za** during normal office hours (08h00-16h30).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public

BIDS WILL BE EVALUATED ON THE BASIS OF RESPONSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.

EVALUATION CRITERIA	POINTS ALLOCATION
Pricing	80
Specific Goals	20
TOTAL	100

SPECIFIC GOALS

CATEGORY	VERIFICATION METHOD	Weighting
Women ownership	CSD report	5
Youth ownership	CSD report	5
Black / African Ownership	CSD report	10
TOTAL POINTS		20

FUNCTIONALITY: 100 points, Minimum qualifying points will be 70 for further evaluation

CRITERIA FOR EVALUATING FUNCTIONALITY

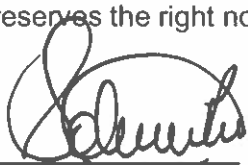
NO	DESCRIPTION	WEIGHTS
	Bidder must demonstrate experience in executing projects of this nature- appointment letters with contactable references to be attached. The services should include funds recovery, revenue enhancement and sourcing of funding. 5 appointments = 25 points, 3-4 appointments: 20 points, 1-2 appointments 10 points If reference letters submitted do not include either of funds recovery, revenue enhancement and sourcing of funding, no points will be awarded for this section	25
	Bidder must have provided finance related services to a public institution with a total asset value exceeding R1 billion 3 appointment letters (with proof of asset value): 20 points; 2 appointment letters (with proof of asset value): 10 points; 1 appointment letter (with proof of asset value): 5 points	10
	Expertise: <u>1.Project Manager/Director</u> One CV and copies of educational qualification: NQF8 Must be a chartered accountant belonging to a professional body: SAICA (membership certificate and letter of good standing to be provided). 10 pts	40

	<u>2.Project Team</u> Provide a minimum of 7 CVs and copies of educational minimum qualifications – NQF 8 Team roles and responsibilities should be clearly outlined with relevance of experience to the project. The dedicated project team should be in possession of the following as combined, Points Allocation: A minimum of 10 years relevant experience (attach CV's) and a minimum of relevant NQF 8 in the following fields: • Finance (Chartered Accountant registered with SAICA) – 2 resources required (5 points) • Legal (Advocate of the High Court) – 1 resource (5 points) • Economics – 1 resource (5 points) • Energy – 1 resource (5 points) • Information Technology, Communication and Telecommunication – 1 resource (5 points) • Engineering (Mechanical Engineering, Civil Engineering, Structural Engineering) – 3 resource required, 1 for each discipline (5 points) Copies of certified ID, qualifications and CVs of all project team members in order to score points. All resources required above must be submitted, if there is a resource not submitted all points in this section will not be awarded	
	• Methodology and approach are fully adequate to meet the requirements of the assignment relating to the deliverables required by these terms of reference. • Indication of the fixed interest rate to be provided Methodology sufficiently covers TOR : 20 points; Methodology partly covers TOR: 15 points; Methodology does not cover TOR: 0 points	20

	Staff training plan for transfer of skills (indicate how this will be implemented and measured)	5
	TOTAL POINTS (MINIMUM REQUIRED TO PASS EVALUATION IS 70 POINTS)	100

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is **120** days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof registration of **Full Central Supplier Database**.
- **Proof of company registration with the South African Institute of Chartered Accountants (SAICA)**
- **Proof of company registration with the Council for Debt Collectors, with valid certificate and letter of good standing.**
- **All directors must be registered with the South African Institute of Chartered Accountants (SAICA) with valid letters of good standing.**
- **All directors must be registered with the Council for Debt Collectors with valid certificates.**
- **Current and valid COIDA letter of good standing.**
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- Fully Completed Tender Forms and all returnable **MBDs** –Part of the tender document. Return all returnable documents to the employer after completing them entirely by writing legibly in non – erasable ink.
- Only the original tender document will be accepted.
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.



**MISS POB MAKOMA
MUNICIPAL MANAGER**