Ç	X					
ADVERTISED IN:		DER NOTICE AN BER, MUNICIPAL N				
BID NO:	CONTRAC			ICE NO :	21/2019	
PUBLISHED DATE:	16 March	2019	DEP	ARTMENT:	TECHNICAL	SERVICES
Bids are hereby invited fo (Tender Description):						
	NO LATER	R THAN 12H00	ON TH	IE DATE:	8 April 2019)
CLOSING TIME AND DATE:		e opened immedia eet. Ladismith. 665		eafter, in public a	t the Kannaland M	unicipality Office, 32
	Bid docum from 07H3 Street, Lac	ents will be availab	ole as fro			ereafter on weekdays nent Unit, 32 Church
Availability of Bio Documents:	A non-refu Ladismith Bank, Lad	6655 or via EFT (ismith, Branch Co	Kannala de - 050	nd Municipality, C 714). Proof of pa	urrent Account – 2	v, 32 Church Street, l20543562, Standard lired on collection of of payee.
Documentation Fee:	R427.05	The document wi	ll also be	made available e	ectronically upon re	ceipt of payment.
		BID F	RULES:			
 Bids are to be completed documents must be place CLOSING DATE OF THE Street, Ladismith, 66555. Bids may only be submitte It will be a two stage biddin as it may deem expedient. The Kannaland Municipality as it may deem expedient. The Municipality reserves a part of it. The Municipal highest number of points Tenders are subject to the The Municipality reserves 	ed in a sealed BID , and be of d on the bid do ng process (fun ty does not bin the right to with ity does not bin Kannaland Mu registered are	envelope and externation issued accumentation issued accumentation issued actionality 70% to be d itself to accept the andraw any invitation and itself to acception incipality Supply Cl required to register	ernally e I Box, at I by the N e conside e lowest n to tende ng the lo hain Man	ndorsed WITH TH the office of the K Aunicipality. red for price evalu or any tender and r and/or to re-adv west tender or aw agement Policy Vestern Cape Sup	IE BID NUMBER, annaland Municipa ations) reserves the right ertise or to reject ar vard a contract to th plier Database.	DESCRIPTION AND lity Office, 32 Church to accept any tender, ny tender or to accept he bidder scoring the
Tenders shall be evaluated	in terms of		Bidders	may claim prefe	rence points in ter	ms of their B-BBEE
Procurement Regulations, 20 Preferential Procurement Point		alicable		evel of contributior	-	None
CIDB Registration Required	ni əystem App	None	80/20		Validity Period	90 Days
Site Meeting/Information Ses	sion	26 MARCH 2019	10H00		t analy i criou	00 Dayo
ANY ENQUIRIES REGARDING					ARDING THE BIDD BE DIRECTED TO	ING PROCEDURE
Section:	TECHNICAL S	SERVICES	Section	:	Supply Chain Mar	nagement
Contact Person:	Mr L Blig Janse Van Vu	nault/ Thomas iuren	Contac	t Person:	Mr E Van Rooi/ S	J Fletcher
Tel:	028 551 8000		Tel: 028 551 8000			
	<u>leon@kannala</u> thomas@kann		Email:		scm@kannalan	<u>d.gov.za</u>
Authorised by:			Mr R S	TEVENS	MUNICIPAL MAN	IAGER



MEMORANDUM DEPARTEMENT: TEGNIESE DIENSTE DEPARTMENT: TECHNICAL SERVICES

NAVRAE: ENQUIRIES:	N JONKER
VERW: REF:	KANNA 135/02/2019
DATUM: DATE:	29/03/2019
AAN: TO:	ALL TENDERERS
VAN: FROM:	KANNALAND MUNICIPALITY
AFSKRIFTE: COPIES:	ARCHIVES
INSAKE: REGARDING:	ADDENDUM TO TENDER DOCUMENT KANNA 135/02/2019: PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR A THREE (3) YEAR PERIOD

This Addendum to the tender document is an addition to the tender document. Any tender submitted will be deemed to be in accordance with these documents amended in accordance with the following instructions:

1. DISCUSSIONS AT CLARIFICATION MEETING

A clarification meeting was held on 26 March 2019 at 10:00 in the Ladismith Library Hall. The discussions and questions raised are listed and we now provide answers as agreed upon, as follows:

	Item/Question	Explanation/Answer
1.	Will a panel of engineers be appointed on different categories?	Yes, a panel will be appointed on different categories depending on offers of responsive tenderers.
2.	On pg.62, C2.2 item 1.4 Explain what the unit is, is it hours or days?	The time-based fees are allowable hours at certain rates per day, it should be read as no more than 2 hours per day claimable for professional engineers and no more than 4 hours per day for Technologists but Technicians and Technical staff may claim the full 8 hours per day. Each project is negotiated according to complexity.

<u>info@kannaland.co.za</u> Tel: (028) 551 1023 Fax: (028) 551 1766

3.	Should tenderers put in an offer for each category?	No, just on the categories where enough expertise is owned.
4.	On pg.15 - Nature and extent of work, item 6 what is meant by the Other?	Tenderer can specify the subcontractors, which are not listed, under item 6: Other.
5.	On pg.46 – Table Form of Offer, not every category is there.	The table on page 46 will be amended to specify the categories. Electrical and Mechanical will be split into separate items in the tender.
6.	On pg.63-65: Is there a limit on the percentage offered?	Maximum percentage discount offer is 10%. Ad-hoc projects on page 64 (2.1.8) will be removed from tender document as each project can already fit under its specific discipline.
7.	Is there a multi-year project plan available?	The multi-year project plan will be available to the successful tenderers and in fact in the public domain and is reviewed yearly.
8.	How will the municipality determine order of appointments if prices are the same?	Prices will be fixed as per tender offer inclusive of points scored for Price and additional points scored for Preferences and appointment will be according to the order of total points received.
9.	On pg.66 - Recoverable costs as generic price schedule?	It's not generic, each tenderer should fill in their distance and time to travel from office to Ladismith under 3.1 (meetings). With regards to 3.2 (construction monitoring) this list has been expanded to depict each town in Kannaland and must be completed in full for each nearest town.
10.	On pg.67 Summary	Section 2 will be expanded per category.
11.	On pg.17 - Can references be submitted 2-3 weeks after closing date and can the references be in any format?	References can be submitted two weeks after closing date of tender, which will be 22 April 2019 no later than 12:00. References can be in any format as long as all the information that are requested in the tender document are submitted.
12.	Should references be submitted per category?	Yes, references should be submitted per category.
	Will municipality consider to change the closing date of the tender?	No, the closing date will remain 08 April 2019 at 12:00.

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Please confirm receipt of this addendum via email or fax of the attached acknowledgement form. If the acknowledgement form is not signed and returned to us your tender may be declared as non-responsive.

Yours faithfully

R.

R STEVENS MUNICIPAL MANAGER

Encl.

- Acknowlegement Form 1.
- 2. Amended Front Page of tender document
- Amended page 17: Tenderer's Experience: Evaluation Schedule 1 З.
- Amended page 21: Experience of Key Staff: Evaluation Schedule 2 4. 5.
- Amended page 46: C1.1 Form of Offer and Acceptance 6.
- Amended page 53: Key persons and their jobs 7.
- Amended page 62: Pricing Schedule 8.
- Amended page 63-65: Item 2.0: Percentage Fees 9.
- Amended page 66: Item 3.0: Recoverable Expenses
- 10. Amended page 67: Summary

Posbus 30 P.O. Box LADISMITH 6655

<u>info@kannaland.co.za</u> Tel: (028) 551 1023 Fax : (028) 551 1766

Kerkstr. 32 Church St. LADISMITH 6655



ACKNOWLEGEMENT FORM

To: : KANNALAND MUNICIPALITY

Fax No. : 028 5511 766

Email : <u>eben@kannaland.gov.za</u>

: sidney@kannaland.gov.za

Attention : Supply Chain Management

: Eben Van Rooi and/or Sidney Fletcher

CONTRACT NO. KANNA 135/02/2019

PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR VARIOUS PROJECTS IN THE KANNALAND MUNICIPAL AREA FOR A THREE (3) YEAR PERIOD

ADDENDUM TO TENDER DOCUMENT NO.1

We acknowledge receipt of the above mentioned addendum and confirm that any tender we submit will take account of the instructions detailed therein.

Signed:

Date:

On behalf of:

(PLEASE PRINT COMPANY NAME)

TENDER NUMBER:	DOCUMENT CONTRACT KANNA 135	/02/2019
TENDER DESCRIPTION:	PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR VARIOUS PROJECTS IN THE KANNALAND MUNICIPAL AREA FOR A THREE (3) YEAR PERIOD	
CLOSING DATE: 08 APRIL 2019	CLOSING TIME:	12H00
Tender Box at: KANNALAND MUNICIPAL OFFICE 32 CHURCH STREET LADISMITH 6655	 (not to be re-typed), result in disqualificatio 2. Bids must be complete 3. No bids will be considered service of the state 4. The complete original returned. Missing predisqualification of the field occuments will be an alteration will disqualification will disqualificat	ed in black ink and in writing dered from persons in the tender document must be ages will result in the tender. ration of this set of tender llowed. Any unauthorised y the tender automatically. to be cleared with contact before the tender closure conflict between the data hary and that given in the
Name of Bidder:		
Total Bid Price: (CIVIL)		
Total Bid Price: (STRUCTURAL)		
Total Bid Price: (ELECTRICAL)		
Total Bid Price: (MECHANICAL)		
Total Bid Price: (TRAFFIC AND TRANSPORT)		
Total Bid Price: (IT-GIS)		
Total Bid Price: (ASSET MANAGEMENT SYSTEM)		
Estimated Delivery / Completion Period:		
B-BBEE Status Level of Contributor:		
Preference Points Claimed:		
B-BBEE certificates submitted with the bid CERTIFICATES or VALID CERTIFIED COPIES		
Signature of Kannaland Municipality Officials at Tender Opening	2.	

CONTRACT KANNA 135/02/2019

PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR A THREE (3) YEAR PERIOD

Tenderer's Experience: Evaluation Schedule 1

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last ten years will be evaluated.

The Bidder is hereby requested to provide a minimum of 3 contactable references. The references should complete, score and sign Form A. Original completed Form A to be included in the tender documentation. In addition to the completed Form A, a letter submitted under an official letterhead, declaring the contactable reference was indeed the person handling the contract administration on the listed project, will be required. Please note that the information provided will be verified by the Municipality.

Tenderers should very briefly describe their experience of projects under the following main services and attach to this schedule:

- 1. Civil (water, sanitation, solid waste,
- 2. Structural (buildings and structures)
- 3. Electrical
- 4. Mechanical
- 5. Traffic and transportation (roads, storm water)
- 6. IT Geographic Information System (GIS)
- 7. Total Asset Management System

The description should be put in tabular form with the following headings:

Employer, contact person and contact details	Description of work (service)	Value of construction work inclusive of VAT (Rand)	Date completed
Employer:			
Contact Person:			
Tel:			
Fax:			
E-mail:			

The scoring of the tenderer's experience will be as follows:

NUMBER	CRITERIA	MAXIMUM NUMBER OF POINTS
1.	Completion of project within Budget (score 15) Time (score 10) Scope of Works (score 10)	35
2.	Project and Quality Management	25
3.	Projects of similar scope	15
4.	Average Value of Work (< R2mil : score 5) (R2mil – R5mil : score 5) (R5mil and above: score 5)	15
5.	Knowledge of the Municipal Environment	10
	TOTAL	100

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CONTRACT KANNA 135/02/2019

PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR A THREE (3) YEAR PERIOD

Experience of Key Staff: Evaluation Schedule 2

In order to be considered for an appointment in terms of this Tender, the Tenderer must have the following key personnel in his permanent employment at the close of Tenders. Alternatively a signed undertaking from a specialist Professional Service Provider, stating that they will undertake the necessary work on behalf of the Tenderer in terms of a sub-consultant agreement, will be acceptable and such undertaking should be attached in this section.

• A registered professional engineer at ECSA with at least 10 (ten) years appropriate and verifiable post graduate experience who will be the Project Director/Principal, and responsible for all work carried out in terms of this Tender.

• A qualified engineer/technologist with at least 5 (five) years relevant and verifiable post graduate experience, who will be the Project Manager, and responsible for overall project management of the project.

• An Engineer/technologist/Technician with at least 3 (three) years relevant and verifiable experience in site supervision who can act as Engineering Representative.

The key personnel must currently be registered with the Engineering Council of South Africa.

The experience of the assigned personnel in relation to the scope of work will be evaluated from three different points of view:

- 1. General experience, level of education and training.
- 2. The Professional registration of the Key Staff
- 3. The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

The employer shall not award a contract to any Bidder that does not hold valid professional indemnity (PI) insurance providing cover in an amount of not less than twice the professional fee amount Tendered by the Bidder, this will be valid in respect of each and every claim during the period of insurance. Proof of insurance must be submitted with the Tender. The Municipality will not be held liable for any claims whatsoever, arising directly or indirectly due to errors made by the appointed Engineer in his overall design, Bill of Quantity, Specifications, Construction Monitoring, Site Supervision and any Legislative requirements/approvals not obtained or complied.

The tenderer should illustrate in tabular format with the headings below and <u>attached to this page</u>, the details of their key staff to be employed for each of the following service disciplines:

- 1. Civil (water, sanitation, solid waste)
- 2. Structural (buildings and structures)
- 3. Electrical
- 4. Mechanical
- 5. Traffic and Transportation (Roads, storm water)
- 6. IT Geographic Information System (GIS)
- 7. Total Asset Management System

CONTRACT KANNA 135/02/2019

PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR A THREE (3) YEAR PERIOD

C1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of

CONTRACT KANNA 135/02/2019 : PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR A THREE (3) YEAR PERIOD

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the **Service Provider** under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

SERVICES	AMOUNT IN WORDS	AMOUNT IN FIGURES
Civil		
Structural		
Electrical		
Mechanical		
Traffic & Transportation		
IT GIS		
Asset Management System		

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the **Service Provider** in the conditions of contract identified in the Contract.

Signature(s)		
Name(s)		
Capacity		
For the Tenderer		
	(Insert name and address of organisation)	

Tender Part C1: Agreements and Contract Data CONTRACT KANNA 135/02/2019

Name	Specific duties
Civil:	Project Leader
Structural:	
Electrical:	
Mechanical:	
Trafic & Tansportation:	
IT – GIS	
Asset Management System	
Civil:	Alternate
Structural:	<u></u>
Electrical:	
Mechanical:	
Trafic & Tansportation:	
IT – GIS	
Asset Management System	
Civil:	Design Engineer
Structural:	
Electrical:	
Mechanical:	
Trafic & Tansportation:	
IT – GIS	
Asset Management System	승규는 아이들은 가슴을 가슴
Civil:	Alternate
Structural:	<u>ratornato</u>
Electrical:	
Mechanical:	
Trafic & Tansportation:	
IT – GIS.	
Asset Management System	
Civil:	Contracts Engine
Structural:	
Electrical:	
Mechanical:	
Trafic & Tansportation:	
IT – GIS	
Asset Management System	
Civil:	Altornata
Structural:	Alternate
Electrical:	
Mechanical:	
Trafic & Tansportation:	
IT – GIS	
Asset Management System	Desident Fred
	Resident Engine
Structural:	
Electrical:	
Mechanical:	
Trafic & Tansportation:	
IT – GIS Asset Management System	
Asset wanagement System	

CONTRACT KANNA 135/02/2019

PROVISION OF PROFESSIONAL ENGINEERING SERVICES FOR A THREE (3) YEAR PERIOD

C2.2 Pricing Schedules

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT (R)
1.0	TIME BASED FEES				
1.1	Feasibility Studies (report stage)				
	a) Staff Category B (principles/partners)	h	40		
	b) Staff Category C (professionals)	h	80		
	c) Staff Category D (other technical staff)	h	160		
		h	240		
	d) Other (specify)		240		
	e) Travelling time (allow time based on	h			
	location from Kannaland)				
1.2	Attendance at Project Meetings (per meeting)				
	a) Professional Engineer	h	3		
	b) Professional Engineering Technologist	h	3		
		h	3		
	c) Professional Engineering Technician	1000	3 3 3 3		
	d) Other Technical Staff	h	3		
1.3	Attendance at Site Meetings (per meeting)				
	a) Professional Engineer	h	2		
	b) Professional Engineering Technologist	h	2		
	c) Professional Engineering Technician	h	2 2 2 2		
	d) Trainee Engineer/Technical Staff	h	2		
1.4	Construction Monitoring (per day)				
	a) Professional Engineer	h	2		
	b) Professional Engineering Technologist	h	4		
	c) Professional Engineering Technician	h	8		
	d) Trainee Engineer/Technical Staff	h	8		
	u) Hamee Engineer, recimical Start		0		
1.5	Additional Services not covered above:				
	a) Staff Category B (principles/partners)	h	40		
	b) Staff Category C (professionals)	h	40		
	c) Staff Category D (other technical staff)	h	40		
	d) Other (specify)	h	40		
	SUBTOTAL 1.0 CARRIED TO SUMMARY				

Tender Part C2: Pricing Data CONTRACT KANNA 135/02/2019

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT (R)
2.0 2.1	PERCENTAGE FEES NORMAL SERVICES Indicative percentage Fee as per Guideline				
2.1.1	Engineering (Civil) Estimated cost of works = R5mil (excl. VAT) Fee Category C Moderate influencing factors				
	Percentage offered:	Sum			
	Estimated cost of works = R10mil (excl. VAT) Fee Category C Moderate influencing factors				
	Percentage offered:	Sum			
2.1.2	Engineering (Structural) Estimated cost of works = R5mil (excl. VAT) Fee Category C Moderate influencing factors				
	Percentage offered:	Sum			
	Estimated cost of works = R10mil (excl. VAT) Fee Category C Moderate influencing factors				
	Percentage offered:	Sum			
2.1.3	Engineering (Electrical) Estimated cost of works = R5mil (excl. VAT) Fee Category C Moderate influencing factors				
	Percentage offered:	Sum			
	Estimated cost of works = R10mil (excl. VAT) Fee Category C Moderate influencing factors				
	Percentage offered:	Sum			

214	Ensinearing (Mashanical)			
2.1.4	Engineering (Mechanical) Estimated cost of works = R5mil (excl. VAT)			
	Fee Category C Moderate influencing factors			
	Percentage offered:	Sum		
		Oum		
	Estimated cost of works = R10mil (excl. VAT) Fee Category C			
	Moderate influencing factors			
	Percentage offered:	Sum		
2.1.5	Engineering (Traffic and Transportation)			
	Estimated cost of works = R5mil (excl. VAT) Fee Category C			
	Moderate influencing factors			
	Percentage offered:	Sum		
	Estimated cost of works = R10mil (excl. VAT)			
	Fee Category C Moderate influencing factors			
		Sum		
	Percentage offered:	Sum		
2.1.6	Engineering (IT - GIS)			
	Estimated cost of works = R500 000 (excl. VAT) Fee Category C			
	Moderate influencing factors			
	Percentage offered:	Sum		
	Estimated cost of works = R1mil (excl. VAT)			
	Fee Category C Moderate influencing factors			
		Sum		
	Percentage offered:	Sum		

2.1.7	Engineering (Asset Management System) Estimated cost of works = R500 000 (excl. VAT) Fee Category C Moderate influencing factors	
	Percentage offered:	Sum
	Estimated cost of works = R1mil (excl. VAT) Fee Category C Moderate influencing factors	
	Percentage offered:	Sum
	SUBTOTAL 2.0 CARRIED TO SUMMARY	

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT (R)
3.0	RECOVERABLE EXPENSES				
3.1	Travelling for project meetings (per meeting)				
	(allow quantity based on office location from				
	Kannaland: Ladismith)				
	a) Private Vehicle: Ladismith	km			
	b) Travelling Time: Ladismith	h			
3.2	Travelling for construction monitoring (per day)				
	a) Private Vehicle: Ladismith	km			6
	b) Private Vehicle: Calitzdorp	km			
	c) Private Vehicle: Zoar	km			
3.3	d) Private Vehicle: VanWyksdorp	km			
	e) Travelling Time: Ladismith	h			
	f) Travelling Time: Calitzdorp	h			
	g) Travelling Time: Zoar	h			
	h) Travelling Time: VanWyksdorp	h			
	Paper Prints				
3.4	a) A0	No.	5		
	b) A1	No.	10		
	c) A2	No.	10		
	d) A3	No.	20		
	e) A4	No.	100		
	Paper Copies				
3.5	a) A0	No.	10		
	b) A1	No.	30		
	c) A2	No.	30		
	d) A3	No.	60		
3.6	e) A4	No.	300		
3.7	Binding of documents				100.000
	a) A3	No.	20	-	100 000
	b) A4	No.	50		
	Accommodation and Subsistance	Day	1	-	50 000
	Site Investigation				
	a) Geotechnical Investigations	Prov.Sum	-	-	50 000
	Mark-up on 3.7 a) above	%	100 000		
	b) Topographical Surveys	Prov.Sum			100 000
	Mark-up on 3.7 b) above	%	50 000		100 000
	Wark-up on 5.7 0) above		00000		
	c) Cadastral Surveys	Prov.Sum	-		
	Mark-up on 3.7 c) above	%	50 000		
	d) Environmental assessment and control	Prov.Sum	-		
	officer	or.oun			
	Mark-up on 3.7 d) above	%	100 000		
	e) Other (please specify)				
	1				
	2.				
	3				

SUMMARY

Section 1: Time Based Fees	R
Section 2: Percentage Fees	
2.1: Civil	R
2.2: Structural	R
2.3: Electrical	R
2.4: Mechanical	R
2.5: Traffic & Transportation	R
2.6: IT-GIS	R
2.7: Asset Management System	R
Section 3: Recoverable Expenses	

TOTAL OF PRICED ITEMS

R.....

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