



Tenders are hereby invited for the following:

**SERVICE PROVIDER TO ASSIST THE MUNICIPALITY WITH
SDBIP AND PERFORMANCE MANAGEMENT RELATED
PROFESSIONAL SUPPORT SERVICES
(THREE YEAR CONTRACT)**

NOTICE No:87/2017-2018

Completed tender documents must be in a sealed envelope endorsed with the name, "**Service Provider to assist the Municipality with SDBIP and Performance Management Related Professional – NOTICE No:87/2017-2018**" and must be deposited in the Tender Box at the Senqu Local Municipality Offices, Lady Grey not later than **12:00, Monday, 11 June 2018** when tenders will be opened in public.

Enquiries should be addressed to: Mr X Mnzilwa 051 6031373 and email mnzilwax@senqu.gov.za

The Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any tender.
- The tender must be **ring or pur bound not stapled** with own documents and all SCM documents and tender advertisement.
- The Tenderer must submit a copy of the Central Supplier Database registration form.
- A current Tender Tax Clearance Certificate (original) must be supplied with the tender or the SARS PIN number or else the tender will not be considered.
- All prices must include VAT.
- The municipal rates and taxes or municipal charges owed by the preferred bidder and all its directors with the Company to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter of good standing of All Directors and the registered company – as per the National Treasury database

- If a municipal account is not available, a copy of the lease contract with the confirmation from the Owner of the property that confirms in writing that the rental is paid up to date or a letter from the Councillor or Headman confirming that the bidder does not pay any rates or taxes.
- The successful bidder will be required to register on the Senqu Municipality data base.
- Prices must be valid for a minimum period of 120 days.
- The tenders will be evaluated on the 80/20 preference points system as prescribed in the PPPFA; these documents will be available on the Senqu Municipality website – www.senqu.gov.za
- Preferential Procurement Regulation 2017 (B-BBEE) principles will apply, whereby a tenderer's submission will be evaluated according to the sum of the Award of Points in respect of the tender value and the status of the enterprise
 - Adjudication criteria are as follows:

- 80 Points for Price
- 20 Points for B-BBEE status level of Contribution

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contribution:	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non Compliant Contributor	0

- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Tenderer to ensure that tenders send via courier is placed in the Tender Box at the advertised date and time.
- Submission of an original B-BBEE Verification Certificate or certified copy.
- A trust, consortium or joint venture must obtain and submit a consolidate B-BBEE status Verification Certificate with the tender.
- **A consolidated Tax clearance and bank account will be required if the winning bidder is a joint venture before any payments will be made.**
- The successful tenderer will be requested in certain circumstances to be requested to enter into a Service Level Agreement.
- This tender will be evaluated on a two bidding evaluation stage – First you will be evaluated on functionality of 80 out of 100 and then the price and BBBEE points will be evaluated.

- Bids which are late, incomplete, unsigned will not be accepted including couriered documents
- All SARS, BBBEE, Bank accounts and Directorship will be verified on the National Central Data Base – please ensure you keep your matters updated on CSD otherwise you can be penalized or be non-responsive for certain matters. This CSD database will be used as the Municipalities main resource to verify tender information.
- Please utilize the tender checklist in completion of the bid to ensure that documents are complete.
- The following Municipal Bid Documents are compulsory documents and must be included in the tender document:
 - Advertisement (This document)
 - Specifications (Terms of reference)and (Tick and sign)
 - MBD 1(Invitations to bid) – Please ensure your price is on the bid document and signed -
 - MBD3.3 (Pricing schedule). – Important to state the hourly rates.
 - MBD 4(Declaration of Interest) If declared in service of the State please provide full details and reference letters.
 - MBD 6.1(Preference points claim form) Attach the valid BBBEE certificate
 - MBD7.1 (Contract form)
 - MBD 8(Declaration of Bidder's past supply chain management practices)
 - MBD 9(Certificate of independent bid determination)
- **Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms not completed in full and not signed will result in the tender being disqualified.**

All documents are available on the Senqu Municipality website- www.senqu.gov.za

M. M. Yawa

Municipal Manager
18/05//2018

PROJECT CLAIMS

The following will apply regarding claims for payment by Service Providers:

- Claims must be submitted on a monthly basis in respect of work completed during the month.
- All claims must be approved by the Director Development and Planning and Governance and Compliance Manager.
- Claims will be paid within 30 days of approval

EVALUATION CRITERIA – FUNCTIONALITY AND PRICE

The tender will be evaluated first on the functionality portion – the score should be 80 out of 100 to qualify to move to the second phase of evaluation.

MAIN AREA	SUB-AREA	SUB-AREA POINTS	MAIN AREA POINTS	TOTAL
Functionality Projects Service Provider and staff experience on similar projects	0 – 5 projects	10	30	
	6 – 10 projects	20		
	Above 10 projects	30		
Project Understanding and Methodology	Experience of the Service Provider in similar related projects in a municipal environment		30	
	0 – 10 years	10		
	10 – 20 years	20		
	20 years +	30		
Projects on Service Provider (Vendor) Performance methodology experience – proven reference letters	Measurement of Supplier/Project		20	
	0 -3 years	10		
	3 – 5 years	20		
Transfer of skill reports as evidence	Transfer of skills methodology reports.		20	100
	0- 3 years	5		
	3 – 5 years	20		



PROJECT SCOPE AND METHODOLOGY

The Service Provider must detail the Scope and methodology of the project in order to ensure that the requirements and deliverables of the project are clearly understood and that the deliverables, as described in the terms and reference of the project will be realised.

TRANSFER OF SKILLS

The transfer of skills to identified staff of the Municipality is an important element of this project. Prior to commencement of the project, the successful service provider, together with the relevant manager will identify:

- Staff that may requiring transfer of skills
- The skills to be transferred

The Service Provider must supply, as a section of this tender, a brief description of:

- What skills can be transferred during the execution of this project
- The methodology that will be applied to transfer the skills how this will be measured /reported on

PROJECT WORKPLAN

The Service Provider must supply a project work plan showing the sequence and duration of each activity in the project.

PROJECT COST

The Service Provider must supply a detailed project costing. The costing must be supplied per phase (if applicable) and must show the following:

- Costing of activities
- Staff to be utilised
- Number of hours in respect of each staff member
- Hourly rate of each staff member
- Total per staff member
- Disbursements
- VAT



SUBMISSION OF TENDER/BID CONDITIONS

The tender must be bound in one volume and it must consist of the following in the order as stipulated:

- Tender Terms of Reference
- General Terms of Reference with the following completed forms:
 - Service Provider details
 - Relevant past experience - demonstrating experience in similar projects in a Municipal environment
 - Project staff details
 - Declaration of good standing
 - Declaration of interest
 - Original VAT/TAX Clearance certificate form from SARS
- BBBEE certificate – certified by a verification agency accredited by South African auditors and or registered auditor approved by the independent regulatory board (SANAS)
- Tender scope
- Tender methodology
- Transfer of skills methodology and other information
- Project work plan
- Project budget
- Background of the Service Provider firm
- Service Provider staff resumes
- MDB forms and other information contained in the tender advertisement

Tenders must be submitted to the client prior to the closing date and time stipulated in the tender advertisement.

Tenders must be sealed and endorsed on the outside of the envelope “TENDER – SDBIP AND PERFORMANCE MANAGEMENT PROFESSIONAL SUPPORT SERVICES –TENDER NO:87/2018 - CLOSING DATE 11 June 2018.”

Tenders in the following format will not be accepted:

- Faxed tenders
- Electronic tenders (e-mail, etc)



CONTACT DETAILS

Further information regarding the project can be obtained from:

The Manager Governance and Compliance Mr X Mninzelwa
Tel 051 6031373
Fax 051 6030445
19 Murray Street
Lady Grey
9755

CLOSING DATE

Tenders will close at 12h00 on 11 June 2018. Sealed tenders endorsed on the outside of the envelope **"TENDER – SDBIP AND PERFORMANCE MANAGEMENT PROFESSIONAL SUPPORT SERVICES –TENDER NO:87/2018 - CLOSING DATE 11 June 2018."** must be placed in the tender box at the Municipal Office, before 12 pm of the 11th June 2018.

COMPLETING THE TENDER DOCUMENTS

The information required in this tender must be provided as follows:

- All information contained in the terms of reference
- All information requested as per the tender advertisement
- Completed in black ink
- Each page of the tender document must be initialled WHERE REQUIRED and must be signed and dated on the last page.

If any section of this tender is not completed, or the supporting documentation requested not provided, the tender will be disqualified and it will not be considered. Senqu LM reserves the right and or does not bind itself to except the lowest bid or any other bid

VALIDITY OF TENDERS

All tender prices will remain valid for a period of one hundred and twenty days (120) days from the closing date of the tender. No escalation will be allowed during the length of the project.

BACKGROUND

Senqu Local Municipality invites proposals from suitably qualified service providers in order to supply the following professional services (not an exhaustive scope) over a period of 3 years.

PROJECT SCOPE

In order to deliver on a project of this nature, a thorough understanding is required regarding municipal functioning, structure, systems, processes, practices, and all legislation pertinent to municipal functioning, with specific reference to Performance Management. The Service Provider/s must have and are required to demonstrate and provide evidence that supports that they have a minimum of 10 years practical experience **within a Municipal environment** in the area of performance management. Service providers are requested to provide the services below for a period of 3 years:

- Assistance with establishment of Audit files and POE's where required
- Performance assessment Quarterly – formal and informal performance assessments of employees
- Assistance and support with cascading performance to all levels within the institution
- Business engineering processes for performance management
- Development of RELATED Performance Policies and Procedures;
- Training initiatives for identified staff as and when planned: **Workshopping on performance management systems, implementation and procedures;** and
- Assistance with Audit related matters (COAF's and Rfi's and related external and internal audit matters that may arise in relation to performance reporting)
- Development and Assistance structured reporting (for the Directorate related to the following type of reporting – s72 of the MFMA, s46 of the Municipal Systems Act and Annual Report;
- Assistance and support provided with development of processes for managing and monitoring and reporting on service providers performance
- Compilation of standard and non-standard reports as required in so far as performance management is concerned.

2.1(a) Deliverables

- Support services related to any of the above and or any related Performance Management professional service issue that may arise.

TRANSFER OF SKILLS

The transfer of skills and practical application is to occur at all levels. The appointed Service Provider will be required to liaise with the Governance and Compliance Manager and other Management and staff when and as may be required. The service Provider must have in place a basic methodology for the transfer of these skills to the identified municipal staff, and report periodically on the progress and success of the skills transfer throughout the duration of this project.



SENQU MUNICIPALITY

Tender terms of reference for SDBIP AND PERFORMANCE RELATED PROFESSIONAL SUPPORT SERVICES

3 years: 2018 /2019 – 2020/2021

Tender number: 87/2018

Closing date: 11 June 2018

Time: 12h00

All tender proposals are to be placed within the tender receiving box located at 19 Murray Street, Lady Grey Municipal offices.

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