



Fetakgomo Tubatse Local Municipality is inviting quotations from suitable service providers for the services described below.

<b>ADVERTISEMENT DATE:</b>	05 Aug 2024
<b>RFQ NUMBER:</b>	<b>04/2024/2025</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	Appointment for a Construction of Health and Safety Agent for Dresden Road
<b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b>	Supply Chain Management 1 Kastania Street Burgersfort 1150 <b>or</b> Fetakgomo Tubatse Local Municipality website: <a href="http://www.ftlm.gov.za">www.ftlm.gov.za</a>
<b>CLOSING DATE: TIME:</b>	<b>08 August 2024 12:00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, “ <b>RFQ 04/2024/2025: Appointment for a Construction of Health and Safety Agent</b> ”, can be submitted: By hand to: 1 Kastania Street Burgersfort 1150  SCM Manager - Contact person: Tsakani Mavhona (Tel: 013 231 1000/1130)  Technical Enquiries: Contact Person: Desmond Makwane (Tel: 013 231 1000)
<b>The following conditions will apply:</b> <ul style="list-style-type: none"><li>• Price(s) quoted must be firm and must be inclusive of VAT when applicable.</li><li>• Attached MBD 4, 6.1, must be completed</li><li>• Price must include all related expenses, i.e. transport, accommodation etc.</li><li>• Valid letter of good standing with compensation</li></ul>	

**RFQ 01/2024/2025: Fetakgomo Tubatse Local Municipality Appointment for construction Health and Safety Agent for Dresden Road**

**CONDITIONS OF QOUTATION**

The following conditions will apply:

1. The quote is for a fixed period ending May 2025 or until such time as the projects are completed. Expected completion date May 2025
2. The bidder will be required to manage the Health and Safety for Dresden Road.
3. The project is of Capital expenditure nature.
4. The project will be in the Fetakgomo Tubatse Local Municipality area (Burgersfort).

The responsibility of the Health and Safety consultant for the project will include, but not limited to:

- Site Orientation, site construction health and safety specification
- Baseline risk assessment and OHS file for the project.
- Application for construction work permit with department of employment and labour (if applicable)
- Conduct monthly occupational health and safety audit report as per construction regulation.
- Conduct monthly occupational health and safety audit report as per construction regulations, 2014. Attending site progress monthly meetings and as when requested.
- Conducting occupational health and safety inspections
- Site closing out and rehabilitation report.
- Incidents/Accidents/Injuries management and reporting.
- Health and hygiene management/survey. Ensuring that the principal contractor complies with all legislative requirements as per occupational health and safety Act-85 of 1993 and construction regulation, 2014

## **PROFILE**

Service providers must submit a Company profile

Interested service providers must enclose (Mandatory submission):

- Valid letter of good standing with compensation commissioner (COID-act 130 of 1993)
- The Health and Safety agent must provide proof of registration with the SACPCMP
- CV of person/s that will actively manage projects
- The person/s that will actively manage must have national diploma safety management or SAMTRAC

## **EVALUATION**

All bids will be evaluated by a panel on basis of functionality (100%) and Price 80. The points scored for functionality will not be carried over to price but will only be used as a gate keeping exercise. The final evaluation will be done in terms of the Council's Preferential Procurement Policy which states 80 for price and the remaining 20 for specific goal (Within the borders of South Africa).

Regarding functionality the following criteria will be applicable:

<b>Evaluation</b>	<b>Points system</b>	<b>Total</b>
Previous similar OHS experience Provide project detail and contactable appointment letter.	Attachment of appointment letter and 0-2 appointment letter 20 points. 3-6 appointment letter 30 points 6 appointment letter 50 points	<b>50</b>
Valid membership with SACPCMP	Attachment of valid membership with SACPCMP	<b>30</b>
Qualifications	Diploma: 20 points SAMTRAC: 10 points	<b>20</b>
<b>TOTAL</b>		<b>100</b>

A bidder that scores less than 70 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

**Pricing Schedule**

ITEM	ACTIVITY	UNIT	QUAN-TITY	RATE	TOTAL
1.0	Site orientation, site construction, health and safety specification	Sum	1	R.....	R.....
2.0	Baseline risk assessment and OHS file for the project	No.	1	R.....	R.....
2.1	Application for construction work permit with the department of labour. (As per the tender document) – N/A	No.	1	R.....	R.....
2.2	Conduct monthly occupational health audit	No.	Monthly	R.....	R.....
3.0	Conduct OHS Inspections	Sum	Monthly	R.....	R.....
4.0	Attend monthly site progress meeting	Sum	Monthly	R.....	R.....
	Incident/Accident/injuries management and report	Sum	Monthly		
	Closing out site and rehabilitation report	Sum	Monthly	R.....	R.....
	Health and hygiene management/ survey	Sum	Monthly	R.....	R.....
5.0	<b>Net quotation amount, excluding VAT</b>				<b>R.....</b>
6.0	15% VAT				R.....
7.0	<b>Gross Tender amount, to be carried forward to Form of Offer and Acceptance in Part C1.1 hereof</b>				<b>R.....</b>

**Contact Details of Tenderer**

Fetakgomo Tubatse Municipality Supplier number	
CSD Supplier number	
CSD Unique Registration Reference Number	
The name of the Tenderer:	
The name of the contact person:	
The address of the Tenderer:	
Telephone:	
Facsimile:	
E-mail:	
Address (physical):	
Address (postal):	
Signature:	
Date:	



## MBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{Type equation here.}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises located Nationally - within RSA	N/A	20	N/A	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to

- make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**MBD 4  
DECLARATION OF INTEREST**

1.	No bid will be accepted from persons in the service of the state <sup>1</sup> .		
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority.		
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.		
3.1	Full Name of bidder or his or her representative:		
3.2	Identity Number:		
3.3	Position occupied in the Company (director, trustee, hareholder <sup>2</sup> ):		
3.4	Company Registration Number:		
3.5	Tax Reference Number:		
3.6	VAT Registration Number:		
3.7	The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.		
3.8	Are you presently in the service of the state?	YES	NO
3.8.1	If yes, furnish particulars: _____ _____		
3.9	Have you been in the service of the state for the past twelve months?	YES	NO
3.9.1	If yes, furnish particulars: _____ _____		
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved the evaluation and or adjudication of this bid?	YES	NO
3.10.1	If yes, furnish particulars: _____ _____		
3.11	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid	YES	NO
3.11.1	If yes, furnish particulars: _____ _____		
3.12	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
3.12.1	If yes, furnish particulars: _____ _____		
3.13	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
3.13.1	If yes, furnish particulars: _____		

3.14	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract	YES	NO
3.14.1	If yes, furnish particulars: _____ _____		

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

4.	Full details of directors / trustees/ members / shareholders:		
	Full Name	Identity Number	State Employee Number

5. I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

Name of Bidder		Date	
Signature		Capacity	

