



TENDER NOTICES

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

BID NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
MATAT/2021/2022-25	DEVELOPMENT OF DISASTER MANAGEMENT PLAN	17 SEPTEMBER 2021	01 OCTOBER 2021 @ 10H00

Bid Documents will be available at the **Municipal Website and BTO Offices** for a **non – refundable tender fee of R300** payables in the Municipal bank account (Ned Bank 1011292106 branch code 198765, name of company and bid no as reference) (**Failure to attached proof of purchase will lead disqualification**) are also available from Municipal website as from **22 September 2021. Opening of the bids will be under minimum requirements of the Covid-19 restrictions also no bidder with no face mask will be allowed.**

All bids submitted should remain valid for a period of 90 days after the bid closing date.

1. Notes to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)

- 1.1 Municipal clearance certificate certifying that no municipal rates and service charges owed by the bidder and any of its directors to Matatiele Municipality or to any other municipality where the bidder's business operations are located are in arrears for more than three months. If you don't pay rates you must submit both affidavit and Proof of residence from Ward Councilor, if you submit one of the two required (bidder and its directors) you will be disqualified.
 - 1.2 Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor or a Sworn Affidavit, Failure to submit will result in zero points score for BBBEE status level.
 - 1.3 Authority to sign section must be signed and completed in full.
 - 1.4 Copies of ID Documents must be certified.
 - 1.5 The bid will be evaluated according to the preferential procurement model in the Preferential Procurement the bidders' attention is drawn to Form MBD6.1. Must be completed in full
 - 1.6 Company profile with traceable references
 - 1.7 All bidders should complete MBD 1, MBD 2, MBD 4, MBD6.1, MBD 8, and MBD 9, Ethics Commitment for Suppliers of Matatiele Local Municipality.
 - 1.8 Please note that if the Bid Document is electronically completed will be disqualified.
2. Bids received after the published closing date will not be considered and will not be opened.
 3. All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.

4. Bidders are warned not to accept any person who request any amount for award for this bid, it is a scam and fraud, that person must be reported to the nearest police station.

The Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2017), as well as the Matatiele Local Municipality's Supply Chain Management policy. 80/20 preference point system will be used. The bids will be evaluated in two stages, namely:

- Stage 1-Functionality
- Stage 2-Price and BBBEE Points

Price (80)

BBBEE Points (20)

FUNCTIONALITY (80)

A MINIMUM 70 OUT 80 MUST BE SCORED FOR FUNCTIONALITY IN ORDER TO QUALIFY FOR THE SECOND STAGE OF THE EVALUATION PROCESS. ANY BID THAT FAILS TO MEET THE MINIMUM THRESHOLD FOR THE FUNCTIONALITY WILL BE DISQUALIFIED.

Number	Evaluation Criteria	Maximum Points
1.	<p>Service provider Experience:</p> <p>Proven experience in development of disaster management plan or related disaster management projects done in Local Government. (attach signed reference and Appointment letters)</p> <p>4 and above projects= 40 3 Projects =30 2 Projects =20</p>	40
2.	<p>Key staff Qualifications and Experience in development of disaster project:</p> <p>Minimum of NQF level 6 in Public administration / human resources Management/ Development of disaster management or strategic Management (attach certified certificates and C.V)</p> <p>Above 5 years = 20 3-4 years= 15 2-3 years =10 1 year = 5</p>	20
3.	<p>Service provider or member should be registered with(DMISA) Disaster Management Institute of Southern Africa (attach certified proof of registration)</p>	20

Bids must be submitted in a sealed envelope clearly marked “(DEVELOPMENT OF DISASTER MANAGEMENT PLAN) Bid No: MATAT/2021/2021-25” must be deposited in the Bid Box located at the New Budget and Treasury Offices, Mountain View, Matatiele 4730.

Matatiele Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the Bid in whole or part, at the rates quoted and also Matatiele Local Municipality may not appoint one service provider for more than one similar bids advertised and or evaluated on the same date, for the fair distribution of jobs to service providers

Technical enquiries should be directed to **Mr. F. Ndinisa (Manager Public Safety)** at fdinisa@matatiele.gov.za and SCM enquiries to **Mr. S Fokazi: Acting SCM Manager** at sfokazi@matatiele.gov.za during office hours.

MR. L. MATIWANE
MUNICIPAL MANAGER