



ENHANCING MUNICIPAL PROCUREMENT,  
INFRASTRUCTURE MANAGEMENT AND  
INNOVATIVE KNOWLEDGE MANAGEMENT



## ANNEXURE B: INSTRUCTION TO BIDDERS

When submitting their offers, applicants must follow all instructions, forms, terms of reference, contract provisions and specifications contained in the tender document. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

### PROJECT NUMBER: 4.4

**APPOINTMENT OF SERVICE RESOURCES(S) FOR THE IMPLEMENTATION OF OVERSIGHT AND SUPPORT ON THE LOCAL GOVERNMENT INFRASTRUCTURE DELIVERY MANAGEMENT SYSTEM TOOLKIT (IDMS) WITHIN THE EIGHT PILOT MUNICIPALITIES OF THE MPUMALANGA AND FREE STATE PROVINCES COLLECTIVELY**

#### TIME TABLE:

ACTIVITY	DATE	TIME (SA TIME)
Date of Tender Advert	22 August 2021	00:00 (AM)
Last date for the service providers to send enquiries to the PMU	27 August 2021	4:00 PM
Last date for the PMU to respond to enquiries	01 September 2021	4:00 PM
Closing date of the Tender	13 September 2021	11:00 AM (SA Standard Time)

### 1.1 CONTENT OF THE TENDERS

All applications, correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority should be written in English.

### 1.2 ELIGIBILITY AND SUITABILITY CRITERIA

The suitability and eligibility criteria specified in paragraphs 1.2.1-1.2.3 below must be complete and without limitation or modification with the submission of the bid. Any such criterion not completely confirmed and fulfilled by the bidder will lead to exclusion from further evaluation. Only those bidders and bids that fulfil all formal requirements on suitability and eligibility criteria will be evaluated. The other bidders and bids will be excluded from the further procedure

#### 1.2.1 *Educational Qualifications of the proposed resource(s)*

The proposed resource(s) should be in possession of at least but not limited to a relevant minimum NQF 6 Tertiary qualification in the Built Environment.

#### 1.2.2 *Technical capacity and capability of the resource*

- Bidders must submit a Technical Proposal/Methodology with a minimum of 3 pages and a maximum of 5 pages; and

- A short description of relevant projects previously undertaken by the resource(s) and at least three (3) contactable references on projects completed. (Description of Projects must not be more than 500 words each), (*Details to should be provided using Annexure D template.*)

### 1.2.3 Submission of CVs

Curriculum Vitae should be completed using Annexure E template. Companies are allowed to tender for the positions on condition that the company submits **NO MORE** than **two (2) curriculum vitae** for the positions being applied for.

The suitability criteria specified above must be complete and without limitation or modification with the submission of the bid. Any such criterion not completely confirmed and fulfilled by the bidder leads to exclusion from further evaluation. Only those bidders and bids that fulfil all formal requirements and suitability criteria will be evaluated. The other bidders and bids will be excluded from the further procedure.

## 1.3 APPLICATION DOCUMENTS

- 1.3.1 Bidders should provide up to 1 (one) A4 page that contains a short history and experience of the resource(s) with specific reference to the experience required in terms of these Terms of Reference;
- 1.3.2 Bidders must submit CV's on the template provided herein with certified copies of qualifications of all resources to be provided; *Annexure E template*
- 1.3.3 The bidder must submit a detailed Project Delivery Methodology;
- 1.3.4 The bidder should submit a reference for relevant projects previously undertaken by the resource(s) in support of proven experience (*Details to be provided using Annexure D template*)
- 1.3.5 The Bidder must ensure that it provides a determinable costing (*using Annexure C template*) of the services associated with each resource.

## 1.4 FINANCIAL OFFERS (ANNEXURE C TEMPLATE)

**Financial offers must be provided in a separately using Annexure C costing template.** All offers should be in ZAR.

Incidental expenditure (Travel and related) incurred by the contractor will be reimbursed at cost and subject to the provisions and set limitations of the PINKs Operating Manual. These should not be included in Annexure C costing template as they will be cost recovery.

## 1.5 AWARD AND EVALUATION OF TENDERS

Tenders will be evaluated and awarded based on the following manner:

Category	Criteria
Stage 1	Responsiveness based on the eligibility and suitability criteria <b>Pre-Qualifier (based on suitability criteria table 1.2.1 to 1.2.3 above)</b>
Stage 2	<b>Functionality:</b> Methodology – Minimum score required is <b>75 =GOOD</b>
Stage 3	<b>Functionality:</b> Qualifications, Skills and Experience – <b>Minimum score required is 70</b>
Stage 4	<b>Functionality:</b> Presentation/Interview (only tenderers who score at least 70 in Stage 3 will be considered for interviews)
Stage 5	<b>Price:</b> Refer to <b>Paragraph 1.5.2</b> below

### 1.5.1 FUNCTIONALITY

Quality of each technical offer will be evaluated in accordance with the criteria and weighting below and no other criteria will be used.

#### STAGE 2 - PROPOSED METHODOLOGY AND APPROACH/PROJECT MANAGEMENT (100)

Methodology – Minimum score required is **75 =GOOD**

**The proposed methodology and approach paper must respond to the scope of work and outline the proposed approach / methodology. The bidder must submit a detailed project plan that has deliverables linked to timelines on the Project delivery methodology. The paper should incorporate the following key aspects:**

- Clear understanding of the project objective and key deliverables;
- Concise and logical conceptualization of the relevant outcomes; and
- Practical and innovative institutionalization of the project plan

SCORING	DESCRIPTION OF EXPERIENCE
<b>Poor (Score 0)</b>	Tenderer has submitted information with limited in-depth understanding of the project and related systems and processes.
<b>Inadequate (Score 25)</b>	Tenderer has submitted information which demonstrate inadequate understanding of the project (concise and logical) and indicated the sensitivity needed to work with varied stakeholders in such a context.
<b>Average (Score 50 )</b>	Tenderer has submitted information which demonstrate average understanding of the project (concise and logical) and indicated the sensitivity needed to work with varied stakeholders in such a context.
<b>Good (Score 75)</b>	Tenderer has submitted information which demonstrate in-depth understanding of the project (clear, concise and logical) and also indicated a practical way to effectively implement the project.
<b>Excellent (Score 100)</b>	Tenderer has submitted information which demonstrate in-depth understanding of the project (clear, concise and logical) which can be implemented through innovative thinking principles.

#### STAGE 3: QUALIFICATIONS, SKILLS AND EXPERIENCE – MINIMUM SCORE REQUIRED IS 70

No	Evaluation Criteria	Weight	Scoring Criteria	Means of Verification
<b>1</b>	<b>Qualifications of Resource</b>			
<b>1.1</b>	Tertiary qualification in the built environment.	10	4 = Honors/ 4 years qualifications 3 = 3-year Degree/B tech 2 = 3-year Diploma 1 = Certificate (less than 3 years qualification)	CV and Certified Copies of Qualifications

2		Experience and Skills of the Resource		
2.1	Knowledge and practical experience based on the legislation in the Infrastructure Delivery Environment.	20	5 = >13 years 4 = >10-13 years 3 = >7- 10 years 2 = >5- 7 years 1 = 3- 5 years	CV&ANNEXURE D
2.2	Working experience of Programme or Project Management financial/nonfinancial in terms of infrastructure delivery and/or procurement related experience within a Local Municipality	35	5 = >13 years 4 = >10-13 years 3 = >7- 10 years 2 = >5- 7 years 1 = 3- 5 years	CV&ANNEXURE D
2.3	Proven experience in Mentoring and Coaching on infrastructure delivery management within the programme or project environment	20	5 = >13 years 4 = >10-13 years 3 = >7- 10 years 2 = >5- 7 years 1 = 3- 5 years	CV&ANNEXURE D
2.4	Applied knowledge of both Change and Knowledge Management methodologies, principles and practices.	15	5 = >13 years 4 = >10-13 years 3 = >7- 10 years 2 = >5- 7 years 1 = 3- 5 years	CV&ANNEXURE D
<b>TOTAL SCORE</b>		<b>100</b>		
<b>MINIMUM SCORE</b>		<b>70</b>		

\* Bidders must provide supporting documentation in the form of certified documents and international qualifications must be accompanied by SAQA accreditation

#### STAGE 4: INTERVIEWS

4		Presentation/Interview		
4.1	Gate 2 - Presentation/ Interview	100	100 = Bidder's presentation and interview demonstrates <b>in-depth</b> knowledge and understanding of the subject matter (project) and <b>how it will be implemented</b> as explained in the submitted methodology;  75 = Bidder's presentation and interview demonstrates <b>in-depth</b> knowledge and understanding of the subject matter (project) and the understanding of the project in accordance with the methodology submitted;	

			<p>50 = Bidder's presentation and interview demonstrates <b>adequate</b> knowledge and understanding of the subject matter (project) and the understanding of the project in accordance with the methodology submitted;</p> <p>25 = Bidder's presentation and interview demonstrates <b>limited</b> knowledge and understanding of the subject matter (project) and the understanding of the project in accordance with the methodology submitted</p>
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### 1.5.2 PRICE EVALUATION

Financial offers will be evaluated and calculated based 80/20 (80 Points for overall technical evaluation and 20 points for the price)

$$P_s = 20 \left( 1 - \frac{pt - P_{min}}{P_{min}} \right)$$

### 1.6 COST OF PREPARING TENDERS

No cost incurred by the tenderer in preparing and submitting the tender are reimbursable and such include the cost to attend interviews where applicable.

### 1.7 OWNERSHIP OF TENDERS

The contracting authority retains ownership of all tenders received under this procedure. Consequently, tendered do not have the right to have their tenders returned to them.