BID NOTICE AND INVITATION TO BID

BID NO: NLM/R-EMS/2020/2021

Re-Advert

REQUEST FOR PROPOSALS: ESTATE MANAGEMENT SERVICES

Ntabankulu Local Municipality invites Experienced and well-established Estate Management Companies to render Estate Management services for Municipal facilities, buildings, and vacant land on commission basis.

BID DOCUMENT

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session**. A non-refundable cash payment of **R 200.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document. EFT payments can also be made to the Municipality on the following details:

- **Account Name:** **Ntabankulu Local Municipality**
- **Cheque Account Number:** **62233334250 (First National Bank)**
- **Brach Code:** **250035**
- **Reference:** **R-EMS & Company Name**

A **compulsory briefing meeting/session** has been scheduled for the **26th of March 2021** at **10H00, at Ntabankulu LM boardroom.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and indorsed with the relevant bid number and must be deposited in the official bid box clearly marked "REQUEST FOR PROPOSAL: ESTATE MANAGEMENT SERVICES; CONTRACT NO. NLM/R-EMS/2020/2021" **in the main entrance of the** Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on the 09th of April 2021**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids.** Late proposals or proposals received by way of post, facsimile or e-mail will, under no circumstances be considered.

TECHNICAL PROPOSAL

Your technical proposal will have to include a detailed methodology on how the Municipal Facilities will be managed, maintained, and marketed to ensure that the Municipality generates enough revenue whilst the properties are properly managed.

FINANCIAL PROPOSAL

Your financial proposal will constitute part of your bid and therefore will be evaluated as your financial offer. A percentage based financial proposal is expected and Preferential Procurement Policy Framework Act will apply.

EVALUATION OF BIDS

A proposal **will not** be considered unless the Bidder furnishes Ntabankulu Municipality with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- Company Profile with detailed organogram
- MBD 4,8 & 9
- Tax Certificate/ Pin from SARS
- Proof of Rates not outstanding for more than 3 months or a valid lease agreement from the property owner
- Certified ID copies
- Certified CK Document
- NB: All certification must be not more than 3 months.
- Evaluation criteria is 80/20 where 80 will be for points and 20 for valid BBBEE certificate/ sworn affidavits/ Exempt certificate
- Proof of registration with Estate Agency Affairs Board.
- Valid Fidelity Fund Certificate
- The consortium submitting the proposal must declare any conflict of interests that it may have.
- **Successful bidders will need to be prepared to commence work within 30 days from the date of appointment.**
- **Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.**
- **The guidelines contained in the Ntabankulu Local Municipality Supply Chain Management policy will apply.**

EVALUATION CRITERIA

Bids will be evaluated using 80/20 evaluation criteria where 80 points will be allocated for price (Commission percentage) and 20 points for BBBEE.

With regard to functionality, the following criteria will be applicable and the maximum points of each criterion are indicated below.

Criteria	**Points**
Clear company profile, with clear address/s Project team members with CV's and certified copies of qualifications attached	**30**
Relevant experience with contactable references (attach certified copy/ies of appointment letters, certified reference letters): 5 appointment letters and above 30 3-4 appointment letter 15 1-2 appointment latter 10	**30**
Proof of registration with Estate Agency Affairs Board of South Africa and proof of ownership of a valid Fidelity Fund Certificate	**40**
Total	**100**

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated for price.

The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Technical enquiries may be directed XN Venn **Tel: 039 258 2452 / 071 273 8746 or by email to: vennx@ntabankulu.gov.za,** SCM related enquiries may be directed to **Mr. O. Mdudi** on 039 258 0314 / 082 786 0772 or emailed to: mdudio@ntabankulu.gov.za during office hours i.e. between 08h00 and 16h30.

Requested by	**Recommended by**	**Approved by**
.....	.....	.....
N. Mdutyana	**X.N.Venn**	**L. Nonyongo**
Bid Specification Chairperson	**CFO**	**Municipal Manager**