

# NAMA KHOI MUNICIPALITY

## NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST EOI/NC062/01/2016-2017

DATE OF ISSUE: 19 AUGUST 2016 CLOSING DATE: 7 SEPTEMBER 2016 CLOSING TIME: 10:00

### TURNKEY PROFESSIONAL ELECTRICAL ENGINEERING CONSULTING SERVICES FOR A THREE (3) YEAR PERIOD

Nama Khoi local municipality hereby invites suitably experienced and qualified Electrical Engineering firms to express their interest for possible shortlisting to participate in a tender for appointment on a three year basis to source funding from the Department of Energy on a contingency basis to finance Electrical infrastructure programmes within Nama Khoi Municipality's jurisdiction. Respondent consultants must demonstrate knowledge, skill and expertise in the following areas; Concept and preliminary design, analysis, detailed design and compilation of procurement documents, project management and supervision and construction etc.

**Request for Expressions of Interest** submissions must include information on the following headings; entity information and profile, project methodology, experience, references, completed projects, project staff and key personnel, financial capability and include the following supporting documents in the Expressions of Interest submission;

- Appendix 1 - An original tax clearance certificate, as issued by SARS, must accompany each tender or bidder must comply with any guidelines as set by SARS that ensures tax compliance.
- Appendix 2 - BBBEE certificate or sworn affidavit must be submitted with the ROI.
- Appendix 3 - Declaration that no person employed by the government (National, Provincial, Municipality) is part of entity.
- Appendix 4 - Declaration that this entity or its directors and shareholders over the past five years have not been convicted of Fraud, corruption or a criminal offence and that the entity has not incurred a suspension, early termination or unsuccessful completion of a municipal or government contract.
- Appendix 5 - Bid prices must be valid for 90 days and include VAT.
- Appendix 6 - Bidder must submit a municipal account not older than three (3) months with this ROI.
- Appendix 7 - Proof of Registration with Professional bodies.
- Appendix 8 - Quality Assurance Plan or Manual
- Appendix 9 - Proof of Registration on the Central Supplier Database of National Treasury OCPO. [www.csd.gov.za](http://www.csd.gov.za)
- Appendix 10 Proof of financial capability
- Appendix 11 - Resolution on person authorised to sign submission.

#### Eligibility and selection criteria

Scoring marks shall be assigned as per the following terms to determine the degree of qualification and subsequent short listing of applicants.

Qualification Criteria	Max Weight %
Understanding of the brief	10
Experience of Staff	20
Professional Registration of staff	10
Experience of Entity on similar projects the last 10 years	30
Financial capability - Turnover in the last three years	20
Presentation on Technical methodology to Evaluation Panel	10
	100

Only bids with a B-BBEE level 1 or 2 will be evaluated.

Nama Khoi reserves the right to request any additional information for further clarification.

A **compulsory briefing meeting** with representatives of the employer will take place at Nama Khoi Municipality Head Office on Tuesday 23 August 2016, starting from 10h00. Doors will be closed at 10:10.

Completed Expression of Interest submission as well as supporting documents must be sealed in an envelope clearly marked, "Ref No, Description and Closing date", placed in the tender box at Nama Khoi Municipality, 4 Namakwa Street, Springbok, before 12h00 on the closing date. Expression of Interests received by telegram, fax or e-mail will not be considered. Late responses shall not be accepted nor considered.

Nama Khoi Municipality is under no obligation to shortlist any consultant who expresses interest and the invitation letter and submission do not constitute or give rise to a tender process or contract. **Enquiries may be directed to Mr J Cloete at 027 718 8155.**

  
MR J CLOETE  
ACTING MUNICIPAL MANAGER

19 August 2016

