



ELM 02/2027 REQUEST FOR THE APPOINTMENT OF TWO SERVICE PROVIDERS TO SUPPLY, INSTALL, COMMISSION TOOLS, EQUIPMENT, MACHINES AND DELIVER FOR SMMEs, COOPERATIVES, INFORMAL TRADERS, NPOs/ NGOs FOR A PERIOD OF 36 MONTHS.

EMALAHLENI LOCAL MUNICIPALITY



ELM 02/2027

REQUEST FOR THE APPOINTMENT OF TWO SERVICE PROVIDERS TO SUPPLY, INSTALL, COMMISSION TOOLS, EQUIPMENT, MACHINES AND DELIVER FOR SMMEs, COOPERATIVES, INFORMAL TRADERS, NPOs/ NGOs FOR A PERIOD OF 36 MONTHS.

C3: SCOPE OF WORK

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



BACKGROUND

There is mounting acknowledgement of the significant part small, medium and micro enterprises (SMMEs), Cooperatives and Informal Traders play in local economic improvement. They are frequently pronounced as proficient and fruitful employment initiators, the sources of large industries and the energiser of national economic engines. In the Republic of South Africa, it is appraised that 91% of the formal industry's entities are the Small, Medium and Micro Enterprises (SMMEs). Additionally, the improvement of SMMEs is understood as hastening the feat of broader economic and socio-economic intents, likewise the paucity relief.

Given the above argument, Emalahleni Local Municipality has acknowledged the SMMEs, Cooperatives and Informal Traders improvement as a significant facet of economic development. This project is emphasising on wealth creation, job creation, elevation of emerging entrepreneurs and advancement of invention and technological advancement.

Emalahleni Local Municipality plans to assign suppliers for supplying, installing and commissioning of Tools, Machines, Material and Equipment to SMMEs, Cooperatives and Informal Traders operating within Emalahleni Local Municipality. The targeted SMMEs, Cooperatives and NPOs function in numerous areas such as Tourism, Mining, Energy, Manufacturing, Retail Service, Agriculture, Rural Development and in Informal Economy.

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Part C3: Scope of work

PROJECT DESCRIPTION

REQUEST FOR THE APPOINTMENT OF TWO SERVICE PROVIDERS TO SUPPLY, INSTALL, COMMISSION TOOLS, EQUIPMENT, MACHINES AND DELIVER FOR SMMEs, COOPERATIVES, INFORMAL TRADERS, NPOs/ NGOs FOR A PERIOD OF 36 MONTHS.

Emalahleni Local Municipality is seeking for a supplier for supplying, installing and commissioning of Tools, Machines, Material and Equipment to SMMEs, Cooperatives and NPOs operating within Emalahleni Local Municipality over a period of 36 months.

The supplier will be expected to supply, install and commission Tools, Machines, Material and Equipment as specified in the Appointment Letter, i.e. the supplier has to;

1. Make arrangements for supplying, installation, and commissioning of Tools, Machines, Material and Equipment as per the norms and standards;
2. The supplier shall ensure timely supply, delivery and installation and Tools, Machines, Material and Equipment as per the time-schedule provided in the contract;
3. The supplier must provide post supply, installation, and commissioning service within warranty / guarantee period whenever applicable. Warranty card from the Authorised Dealer must be submitted;
4. Loss of Property: In the case of any type of loss made by supplier or its staff, it will be the sole responsibility of the supplier.

EXPECTED DELIVERABLES

- Attend an inception meeting with Emalahleni Local Municipality and its stakeholders;
- Submit a completed implementation plan with measurable deliverables for the project;
- Make arrangements for supplying installation, and commissioning of Tools, Machines, Material and Equipment as per the norms and standards;
- Schedule regular visits to SMMEs, Cooperatives and Informal Traders and address any concerns within the first 90 days of rendering the service;

Tenderer	Witness 1	Witness 2	Employer	Witness 1	Witness 2



ATTACHMENTS

Attached hereto is the Tender Document outlining the Terms of Reference for the Appointment of suppliers for supplying, installing and commissioning of Tools, Machines, Material and Equipment to SMMEs, Cooperatives and NPOs operating within Emalahleni Local Municipality.

EVALUATION CRITERIA

The Tenders/Proposal will be evaluated in accordance with:

Clause 54.6 of the Supply Chain Management Policy which entails balance between financial offer and functionality. The 80-20 points will be adopted as per National Treasury Procurement Policy amended 2011.

The following steps will be followed in evaluation;

1. Determination of whether or not tender offers are complete;
2. Determination of whether or not tender offers are responsive;
3. Determination of the reasonableness of tender offers;
4. Confirmation of the eligibility of preferential points claimed by tenderers;
5. Determination of expertise and experience of tenderers;
6. Awarding of points for financial offer;
7. Ranking of tenderers according to the total points (Financial + Preferential) accumulated;
8. Performance of risk analysis by checking the credit record of the tenderers.

RECOMMENDATIONS

It is therefore recommended as follows:

THAT the attached Bid Specifications or Terms of Reference for the Appointment suppliers for supplying, installing and commissioning of Tools, Machines, Material and Equipment to SMMEs, Cooperatives and Informal Traders operating within Emalahleni Local Municipality.

THAT the Supply Chain Management Unit invites competitive Bids.

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THAT the following Evaluation Criteria be adopted:

The Tenders/Proposals are going to be evaluated in accordance with:

Clause 54.6 of the Supply Chain Management Policy which entails balance between financial offer and functionality. The 80-20 points will be adopted as per National Treasury Procurement Policy amended 2011.

SPECIAL CONDITION

The Appointment of a Service Providers (2) for supplying, installing and commissioning of Tools, Machines, Material and Equipment to SMMEs, Cooperatives and NPOs operating within Emalahleni Local Municipality shall be limited to the highest scoring tenderer.

TIMEFRAME

It is envisaged that the bidder shall be appointed for a period of 36 months as per the appointment letter.

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