

# REQUEST FOR QUOTATIONS (RFQ): MAINTENANCE OF WEIGHBRIDGES AND ASSOCIATED SOFTWARE SYSTEMS

The Nelson Mandela Bay Municipality invites quotations for the emergency: Maintenance of Weighbridge Hardware and Software System,

Only bidders who submit the documentation required in accordance with the requirements of this quotation are eligible to submit quotes. In addition, bidders must meet the minimum requirements as specified.

Documents will be accessible on the NMBM website page on the **11<sup>th</sup> of July 2023** and must be returned to SCM on the **17<sup>th</sup> of July 2023**, by any means to the Nelson Mandela Bay Municipality.

The physical address for the drop of request for quotation documents is as follows:

The Foyer of the Supply Chain Management Offices, Harrower Road Depot, C/O Buxton Avenue and Harrower Road, North End, Port Elizabeth 6001, Tel no. 041 506 3129

A compulsory clarification meeting with representatives of the Employer will take place physical on **12<sup>th</sup> of July 2023** starting at **14:00 PM** where all the contractual aspects of the document will be explained at the boardroom of the Supply Chain Management Offices, Harrower Road Depot, C/O Buxton Avenue and Harrower Road, North End, Port Elizabeth 6001

Queries relating to this bid document must be submitted to Ms N. Fumbeza [nfumbeza@mandelametro.gov.za](mailto:nfumbeza@mandelametro.gov.za) in writing and queries related to technical clarification must be addressed in writing to Mr. Lonwabo Macfarlane, Project Managers, email: [Imacfarlane@mandelametro.gov.za](mailto:Imacfarlane@mandelametro.gov.za) and Annalisa Dyakala : [adyakala@mandelametro.gov.za](mailto:adyakala@mandelametro.gov.za): Responses will be sent to all the bidders in writing..

The closing time for receipt of quotations is **11:00 am** on **20, June 2023**. Quotations must be enclosed in sealed envelopes, bearing the applicable reference, and must be addressed to:

**THE CHIEF FINANCIAL OFFICER: FINANCE DEPARTMENT,  
SUPPLY CHAIN MANAGEMENT UNIT,  
PORT ELIZABETH, 6001**

# 1. SCOPE OF WORKS

## 1.1 DESCRIPTION OF PROJECT SCOPE

To ensure that the Weighbridge Hardware and Software System remains reliable and in a good running condition, the Bidder will be required to carry out the following functions:

1.1.1 Routine inspection of weighbridge hardware and computer system to assess the condition of the weighbridges and take the necessary precautionary actions.

Routine inspections shall comprise of, but not limited to, the following components/activities:

i. Cleanliness:

Weighbridges shall be free from debris and obstructions at:

- a. Area surrounding bridge
- b. Ramps (between weighbridge and ramp)
- c. Load bearing points (around load cells)
- d. Underneath weighbridge structure

ii. Weighbridge clearances:

- a. Gaps surrounding the weighbridge > 5mm
- b. All weighbridge kerbing and angle irons shall be adequately secured and in good condition

iii. Cabling:

- a. All cabling shall be adequately secure (i.e., conduit, cable ties, cabling etc.)
- b. The condition of all cabling to be in a good condition (i.e., visual damage, deterioration, twisted, cut, etc.)

iv. Structural:

- a. Inspection of all bolts (visual inspection, adequately fastened and no missing bolts etc.)
- b. Inspection of weighbridge deck plates (visual inspection, cracked, warped, bent, missing members etc.)
- c. Inspection of beams and structural supports (assessing structural integrity, signs of bending, breaking, and/or fatigue.
- d. Assessing all signage
- e. Inspection of all weighbridge traffic signals and mechanical stops

v. Earthing:

- a. Inspection of earth looping
- b. Earthing to be secured to the weighbridge at all points.

vi. Weighbridge functionality:

- a. Inspection of weighbridge repeatability

- b. Assess weighbridge variation shift test
    - vii. Booms:
      - a. Inspection of weighbridge booms and functionality
- 1.1.2 Routine maintenance to be combined with 1.1.1 above, and according to pre-determined time schedules.
- Routine maintenance shall comprise of, but no limited to, the following components/activities:
- i. Tighten all bolts on steel structures and replace missing bolts.
  - ii. Set weighbridge clearance gap at 5mm and clear all possible obstructions.
  - iii. Remove all debris underneath and around weighbridge.
  - iv. Adjust movement of bridge if necessary.
  - v. Regrease each load cell and remove any accumulation of debris.
  - vi. Clean and regrease all load cell mountings.
  - vii. Fasten all plates and grease all screws on load cell mountings.
  - viii. Adjust/reset all wiring on load cell mountings.
  - ix. Adjust/reset all cabling on junction boxes.
  - x. Fasten all bolts and regrease all linkages on beams.
- 1.1.3 Ad Hoc call outs to carry out repairs in the event of any unforeseeable breakdowns or operational problems. Ad Hoc call out will be done telephonically by a designated Municipal Official from the Solid Waste Management Sub-directorate and confirmed by an official order number within 24 hours of such call out. It is required of the Bidder to respond to such call out within 3 hours.
- 1.1.4 A calibration / verification of the three (3) weighbridges will be done and a calibration certificate will be submitted within 48 hours of such activity. The dates of calibration will be agreed on between the Bidder and the NMBM.

<b>1.2 <u>PLANT AND EQUIPMENT</u></b>
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- 1.2.1 All vehicles, plant and machinery made available for use under this contract shall be in sound working condition and capable of achieving the contract specifications.
- 1.2.3 The Bidder will ensure that staff is suitably qualified and experienced to ensure compliance with all relevant requirements of the Occupational health and Safety Act 85 of 1993, as amended.
- 1.2.5 The Executive Director: Public Health shall be at liberty to and require the Bidder to remove from the works any person(s) employed by the Bidder in and about the execution of the works who, in the opinion of the Executive Director: Public Health, misconducts himself or is negligent in the proper performance of his duties. Such persons shall not be permitted to return to the work area without the permission of the Executive Director: Public Health.
- 1.2.6 The Bidder shall always ensure that his operations do not endanger any members of the public.

## 2. MINIMUM REQUIREMENTS

	Minimum Criteria	Details	Yes/No
1.	Clarification	Bidders will be required to attend a compulsory clarification meeting to ensure an understanding of the tender is correct. Failure to attend will render a Bidder non-responsive.	
2.	Methodology	The Bidder must submit with the tender proof of compliance to and licence possession with special reference to: <ul style="list-style-type: none"> <li>• Legal Metrology Act, 09 of 2014.</li> <li>• SANS 1649 – Non-Automatic self-indicating, semi-self-indicating and non-self-indicating weighing instruments</li> <li>• SANS 10378 – General requirements for the competence of verification laboratories.</li> </ul>	
3.	Equipment	Bidder must possess and provide a list of the specialised tools/equipment that will be used to perform the calibration process, e.g., weights to measure the balance of the weighbridge.	
4.	Experience	The Bidder must provide a summary of its work history reflecting experience in this field of work for the past 5 years with reference letters.	

### 3. PRICING SCHEDULE

Bidder must quote all rates and amounts including VAT

Amount to be calculated as 'Rate multiplied by quantity' wherever applicable.

MAINTENANCE OF WEIGHBRIDGES AND MAINTENANCE OF ASSOCIATED COMPUTERISED SOFTWARE SYSTEM.

NOTE: Rates quoted are to be all inclusive to ensure that services delivered are following Scope of Work, but including VAT. Rates will be used for award purposes. Rates will be applied to the quantities listed for evaluation purposes only. ALL line items must be priced, failing this, the bidder will be deemed non-responsive.

Item	Description	Rate Including VAT	Unit	Quantity	Amount Including VAT
[A]	[B]	[C]	[D]	[E]	[F] = [C]x[D]
1.1	MECHANICAL (3 WEIGHBRIDGES) Routine monthly inspection at two landfill sites (weighbridges and software)		Per bridge	1.00	
1.2	MECHANICAL (3 WEIGHBRIDGES) Routine monthly maintenance		Per bridge	1.00	
1.3	MECHANICAL (3 WEIGHBRIDGES) Repairs (Labour) (Excluding any parts)		Per hour	1.00	
1.4	MECHANICAL (3 WEIGHBRIDGES) Calibration		Per bridge	1.00	
2.1.1	I.T Routine Maintenance  *Arlington		Per Visit	1.00	
2.1.2	I.T Routine Maintenance  *Koedoeskloof		Per Visit	1.00	
2.1.3	I.T Routine Maintenance  *Central Office		Per Visit	1.00	
2.2	Payment of License Fee		Per Site	1.00	

	<b>Total for Evaluation Purposes Excl. VAT</b>				<b>R</b>
	<b>Add VAT @ 15%</b>				<b>R</b>
	<b>Total for Evaluation Purposes Incl. VAT</b>				<b>R</b>

NAME: (Printed).....

SIGNED.....

DATE.....

## 4. RETURNABLES



## MUNICIPAL RATES CLEARANCE CERTIFICATE

**Attach, as part of the request for quotation submission, a valid Billing Clearance certificate from the Nelson Mandela Bay Municipality and any other local municipal entity.**

In terms of Section 38(1)(d)(i) of the Supply Chain Management Regulation, the Accounting Officer must reject any bid from a bidder if any municipal rates and taxes or service charges owed by that bidder or any of its directors to any Municipality, or to any other municipal entity, are in arrears for more than three months. In this regard, the following is also required:

- In the event that the bidder (company) or directors are renting the premises, a valid rental agreement must be submitted.
- Statement of accounts submitted must not be older than three months.
- Bidders who reside outside the NMBM must submit a Billing Clearance Certificate from the NMBM or an updated Statement of Municipal Accounts from their respective municipality.

The bidder shall attach on this page, a Municipal Accounts Billing Clearance Certificate, which provides proof that his/her payment of Municipal Accounts is up to date. The abovementioned information must be submitted with the bid document before the closing date.

The municipality reserves the right to request an updated Billing Clearance Certificate/municipal account.

These certificates are obtained from the Supply Chain Management Offices, Corner Buxton Avenue and Harrower Road, North End, Port Elizabeth.

Billing Clearance Tel:                   041 506 3136  
Fax:   086 577 3809  
Email:                                     [billclear@mandelametro.gov.za](mailto:billclear@mandelametro.gov.za)

# DECLARATION OF INTEREST IN TENDER OF PERSONS IN SERVICE OF THE STATE (MBD4)

THIS FORM MUST BE COMPLETED IN FULL AND SIGNED. FAILURE TO COMPLY WILL RESULT IN THE TENDER BEING DISQUALIFIED.

(Refer to Clauses C2.26 and C2.27 in the Tender Data)

**1.** Is/was an employer/owner of the Bidder in the service of the state, or has been in the service of the state in the previous twelve months: **YES / NO (INDICATE)**

If so, state particulars:

.....

If so, state the date of resignation:

.....

**2.** If the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months: **YES / NO (INDICATE)**

If so, state particulars:

.....

**3.** Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph 2 is in the service of the state, or has been in the service of the state in the previous twelve months: **YES / NO (INDICATE)**

If so, state particulars:

.....

**4.** Is an employer / owner of the Bidder a person who is an advisor or consultant contracted with the municipality or municipal entity: **YES / NO (INDICATE)**

If so, state particulars:

.....

**5.** Are the Bidder or any of the members of the tendering entity involved in another entity for this particular tender: **YES / NO (INDICATE)**

If so, state particulars:

.....

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Signed .....

Date .....

Name .....

Position .....

Bidder .....

## DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

1. This form serves as a declaration to be used by the Employer in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
2. The tender of any Bidder may be rejected if that Bidder, or any of its directors have:
  - a. abused the Municipality's / Municipal entity's supply chain management system or been guilty of any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. wilfully neglected, reneged on or failed to comply with any government, Municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004).
3. In order to give effect to the above, this form and the questionnaire must be completed in full and signed. Failure to comply will result in the tender being disqualified.

ITEM	QUESTION	RESPONSE	
4.1	<b>Is the Bidder or any of its directors listed on the National Treasurer's database as a company or persons prohibited from doing business with the public sector?</b> (Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)	Yes	No
	If so, furnish particulars:		
4.2	<b>Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004)?</b> (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-326-5445)	Yes	No
	If so, furnish particulars:		
4.3	<b>Was the Bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</b>	Yes	No
	If so, furnish particulars:		

4.4	<b>Was any contract between the Bidder and the Municipality / Municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</b>	Yes	No
	If so, furnish particulars:		
4.5	<b>Does the Bidder or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality/Municipal entity, or to any other Municipality/Municipal entity, that is in arrears for more than three months?</b>	Yes	No
	If so, furnish particulars:		

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Signed ..... Date .....

Name ..... Position .....

Bidder .....

**CERTIFICATE OF INDEPENDENT BID DETERMINATION  
(MBD 9)**

I, the undersigned, in submitting the accompanying bid:

.....  
(Bid Number and Description)

in response to the invitation for the bid made by:

.....  
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: .....that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium\* will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (d) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

**\* Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder