



TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050				
2.	Tender Documents				
	<p>Tendering Procedures Tender notice and invitation to tender. Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>				
3.	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>				
4.	<p>Communication.</p> <p>The Employer's Representative is:</p> <table border="1"> <tr> <td> <p><u>Accounting Officer:</u> MM Skosana P. O. Box 437 Middelburg 1050. Tel: 013 249 2000 / 2006</p> </td><td> <p><u>Procurement Enquiries:</u> Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7</p> </td><td> <p><u>Technical Enquiries</u> NM Shabangu P.O. Box 437 Middelburg 1050 Tel: 013 249 2065</p> </td></tr> </table>		<p><u>Accounting Officer:</u> MM Skosana P. O. Box 437 Middelburg 1050. Tel: 013 249 2000 / 2006</p>	<p><u>Procurement Enquiries:</u> Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7</p>	<p><u>Technical Enquiries</u> NM Shabangu P.O. Box 437 Middelburg 1050 Tel: 013 249 2065</p>
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4.1	<p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.</p>				
5	<p>The Employer's right to accept or reject any tender offer.</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.</p>				



6	Tenderer Obligations
6.1	The Council retains the right to call for any additional information that it may deem necessary.
6.2	<p>If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards.</p> <p>Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss
6.3	<p>If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p>
6.4	<p>At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>
7.	<p>Tender Eligibility</p> <p>Eligibility</p> <p>Only those tenderers who have relevant experience on similar projects and provide Professional Indemnity (PI) of R 50 000.00 for each claim are eligible to tender.</p> <p>Firms should have a minimum of 2 years experience on photocopier and printing work.</p> <ul style="list-style-type: none"> •
8	<p>Compensation of tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
9	<p>Check documents.</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> <p>Nkangala District Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document, qualifications of key personnel for review and certification by its Commissioner of Oath.</p>



10.1	<p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p> <p>In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by Nkangala District Municipality, or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.</p>
10.2	<p>Clarification Meeting</p> <p>Compulsory clarification meeting. At Nkangala District Municipal Offices on the 19th October 2023 at 10:h00</p>
11	<p>Submitting tender offer:</p>
11.1	No Tender document will be considered unless submitted on Council's Official Tender Document
11.2	Return all the returnable documents to the employer after completing them.
11.3	<p>Tenders must be deposited in the tender box clearly marked: APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE LEASING OF COPIERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.</p> <p>Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p>
11.4	Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.
11.5	All tender received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time.
11.6	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.
13.	<p>Closing Time:</p>
13.1	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00 Closing Date: 09 November 2023 Location: Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</p>
13.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the



	award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NDM.								
14.	Pricing the tender State the rates and prices in Rand.								
15.	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document.								
16.	Alternative tender offer. No alternative tender offers will be considered or accepted.								
17.	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.								
18.	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.								
19.	Tender evaluation points 19.1 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. 19.2 Preference points for this bid shall be awarded for: (a) Price; and (b) Specific Goals. 19.3 The maximum points for this bid are allocated as follows: <table border="1" data-bbox="272 1370 1390 1576"> <thead> <tr> <th></th><th>POINTS</th></tr> </thead> <tbody> <tr> <td>PRICE</td><td>80</td></tr> <tr> <td>SPECIFIC GOALS</td><td>20</td></tr> <tr> <td>Total points for Price and Specific Goals</td><td>100</td></tr> </tbody> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and Specific Goals	100
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PRICE	80								
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Total points for Price and Specific Goals	100								
20.	Evaluation of Tenders The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the NDM.								
20.1	The following steps will be followed in evaluation: 1. Determination of whether tender offers are complete. 2. Determination of whether tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers.								



20.2

Evaluation Criteria

The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved

21.

Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.

Evaluation Criteria

The Firm's tender responsiveness in relation to points is therefore summarized as follows:

Organizing and Staffing	50
Firm infrastructure	20
Experience of Firm	15
Total	85
TOTAL	85

A firm must obtain a minimum of 50 points out of the 85 points above to be considered for price and specific goals evaluation.

Tender Responsiveness

Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following:

Project Director / Team Leader:

(Maximum Points obtainable 25)

Name of Project Director/Team Leader:

Qualifications	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Diploma ICT or Computer Science NQF Level 6	No	5	



**APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER
FOR THE LEASING OF COPIERS FOR PERIOD OF THIRTY-SIX (36)**

	Degree in ICT or Computer Science NQF Level 7	No	10	
Sub-total			10	
Involvement in comparable projects in implementing a managed printing solution	1- 2	No	2	
	3-5	No	5	
	6 and above	No	10	
Sub-total			10	
Current Employment (Note 4)	Full time employed by the Firm	No	5	
Sub-total			5	
Total			25	

Support Technician: (Maximum Points obtainable 25)

Evaluation Criteria	Minimum Required	Eliminatio n Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Certificate in COMPTIA A+, NETWORK+	No	5	
	Diploma in ICT	No	10	
Sub-total			10	
Years of experience after qualification (Note 2)	2- 3	No	1	
	4 – 5	No	2	
	6 and above	No	5	
Sub-total			5	
Involvement in comparable projects (Note 3) in maintenance and repairs of printers	2-3	No	1	
	4-5	No	2	
	6 and above	No	5	
Sub-total			5	
Current Employment (Note 4)	Full time employed by the Firm	No	5	
Sub-total			5	
Total			25	



FIRMS INFRASTRUCTURE

Evaluation Criteria (Note 5)	Elimination factor	Points obtained	Points Claimed
LVD (Owned)	No	5	
LVD Leased	No	2	
Laptop or computer	No	5	
Printing and Copy Machine	No	2	
Fully operational office structure (Owned)	No	4	
Fully operational Office structure (Leased)	No	2	
Maximum obtainable points		20	

Experience of Firm in printing and photocopier Projects successfully implemented and completed (Maximum Points obtainable 30)

The Tenderer must attach copies of Appointment Letters or purchase orders and completion certificate or referral letter as evidence for the projects. Points claimed without these requested evidence documents will not be considered. At least two (2) project must have been successfully completed to obtain minimum points. Projects below the prescribed minimum will equal zero points.

Evaluation Criteria	Minimum Required	Elimination Factor	Points Obtainable	Points Claimed
Experience of the firm in similar projects (printing or photocopier or office equipment's or similar)	2 to 3	No	5	
	4 to 5	No	10	
	6 and above	No	15	
Maximum Points obtainable			15	

TOTAL SCORE: _____/85

The tenderers that scored a minimum number of 50 points will qualify to be evaluated in terms of the 80/20 preference point systems.

Note 1: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to all personnel. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body. Failure to provide this proof of academic qualifications will result in the project Leader/Director and/or Support Technician being regarded as not having minimum prescribed qualifications and will eliminate the tender from further evaluation.



Minimum requirements for Project Leader

Degree in Computer Science NQF level 7
Diploma ICT

Minimum requirements for Support Technician

Certificate in COMPTIA A+, NETWORK+
Diploma ICT

Note 2: Experience after qualification.

Attached CV for key personnel must clearly indicate experience and number of years in the field.

Note 3: Employment History (Involvement in comparable projects)

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.) but Maintenance and copy printing or similar.

Note 4: Current Employment

Attached CV must indicate current employment.

Note 5:

The firm must attach proof of Asset Register/ inventory list and a copy of company's director or firms vehicle.

TOTAL SCORE: /85