

Municipality Siyancuma Munisipaliteit

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Civic Centre

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DOUGLAS – 8730

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E-MAIL: SCM.Siyancuma@gmail.com

2 Moffat Street
Municipal Offices

GRIEKWASTAD – 8365

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Fax. 053 343 0333

Groenstraat
Municipal Offices

CAMPBELL - 8360

Tel. 053 297 9043

Fax. 053 297 9043

CPA Building
Schmidtsdrift

SCHMIDSDRIEF - 8300

Cell. 078 120 7334

website: www.siyancuma.gov.za

ADVERT

SIYA-COR03/2025/26 - SUPPLY AND COMMISSIONING OF LEAVE MANAGEMENT SYSTEM FOR A PERIOD OF 36 MONTHS (3 YEARS)

Bids are hereby invited for leave management services to Siyancuma Local Municipality.

Bid No.	Bid Description	Availability of documents	Contract Period	Closing date and time	Points System
SIYA-COR03/2025/26	Supply and Commissioning of Leave Management System	12 May 2026	3 Years	12 June 2026@12:00 Pm	80/20

Evaluation

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy of Council based on functionality whereby tenderers must achieve a minimum score of 70 points, the Revised Preferential Procurement Regulations of 2022 and the Siyancuma Local Municipality Supply Chain Management Policy, where 80 points will be allocated in respect of price and 20 points in respect of specific goals

Functionality Test

FUNCTIONALITY COMPONENT	GUIDELINES FOR CRITERIA APPLICATION	VERIFICATION METHOD	POINTS	MAX
Experience of the bidder	Five (5+) or more completed and current contracts related to Supply and commissioning of Leave Management System in the past 5 years (Minimum 12-month contracts) = 25 pts;	Attach contactable appointment letters from organisations (on letterhead)	25	25
	Three to four (3-4) completed contracts = 15pts;		15	
	One to two (1-2) contracts = 5 pts.		5	
Local Government Experience	3 or more Municipalities within the last 3 years = 35 pts;	Attach contactable appointment letters from municipalities	35	35
	At least 2 Municipalities = 20 pts;		20	

	At least 1 Municipality = 15 pts.		15	
Audit Outcomes	Clean Audit = 10 pts; Unqualified Audit Outcome with matters = 5 pts.	Supply proof in the form of confirmation letters from Municipalities accompanied by Auditor General reports.	10 5	10
Accreditation	Service provider team member must be a Certified MSCOA trainer approved by National Treasury.	Attach CV and accreditation certificate from National Treasury (not older than 6 months).	20	20
Support	Service Provider must have certified Implementers and Trainers.	Attach at least two CVs of the implementers and trainers as well as qualifications.	10	10
IT Security Management	Quality Management System Certified by ISO/SABS: ISO 9001 Certificate (5 pts) ISO 27001 Certificate (5 pts).	Attach ISO 9001 and ISO 27001 Certificates.	5 5	10
TOTAL				100

Price

80

The following specific goals will apply:

Specific Goals	Points	Required Proof
Ownership (HDI)		
% Black Ownership	3	Certified declaration(valid B-BBEE certificate may also be used)/certified founding documents of the company which ownership is listed
% Women Ownership	5	Certified declaration(valid B-BBEE certificate may also be used)/certified founding documents of the company which ownership is listed/certified ID copy of the women
% Disability Ownership	2	Certified declaration/certified founding documents of the company which ownership is listed/certified declaration from your medical doctor certifying the degree of disability
Locality		
Within the boundaries of Siyancuma Local Municipality	6	Physical address of company/registration number of enterprise/registration number awarded and location of office of local authority where levies are paid
Within the boundaries of Northern Cape	4	Physical address of company/registration number of enterprise/registration number awarded and location of office of local authority where levies are paid
Points Allocated	/20	

Soft and hard copies of the bid documents can be requested starting Tuesday, 12 May 2026. Proof of electronic payment must be emailed to SCM.Siyancuma@gmail.com using the Tender Number in the subject line. A non-refundable deposit of R350.00 (EFT or cash) is required.

Siyancuma Local Municipality's Banking Details:

Account Name: SIYANCUMA LOCAL MUNICIPALITY
Bank: Absa Bank
Account Number: 408 736 816 0
Branch Code: 630302
Ref: SIYA-COR03/2025/26_nameofbidder

All sealed bids must be clearly marked with the Bid name and bid number and must be placed in the Tender Box at the offices of the Siyancuma Local Municipality, Charl Cilliers Street DOUGLAS 8730, on or before **12:00pm on the specified closing date** at which time submissions will be opened in public. Tender box will be accessible from Monday to Friday from 07h30am to 16h30 pm.

Please note that it is a prerequisite of the Municipality that all service providers are to be registered on the **National Treasury Central Supplier Database (CSD)** and include in their bids, the tax clearance certificate or tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status. Registration on CSD can be done at www.csd.gov.za or at your nearest Treasury and Siyancuma Municipal Offices.

Siyancuma Municipality is under no obligation to accept the lowest or any quote and reserves the right to accept the whole or part of quote and reserves the right to re-advertise if it so wishes to. No reasons for the acceptance or rejection of any quote will be given.

Where applicable, bids will be evaluated on local content and bidders are requested to complete the relevant section of the bid document accordingly.

NB: Suppliers are advised NOT to make copies or any alterations to the Tender documents, except to comply with instructions issued by the municipality.

Bidders should ensure that bids are delivered timeously to the correct address. Late, or bids received via email will not be accepted for consideration.

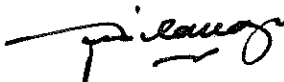
The bid box is open from 07:30 until 16:30, 5 days a week. Bids must be submitted on the Official Forms (NOT TO BE RE-TYPED).

This Bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other

This Bid will be evaluated and adjudicated according to the following criteria:

1. Relevant specifications.
2. Value for money.
3. Capacity to execute the contract
4. PPPFA Regulations 2022.

Special Conditions of Contract.



MR. M VILAKAZI
MUNICIPAL MANAGER