

# DANNHAUSER LOCAL MUNICIPALITY (KZ - 254)

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## INVITATION TO TENDER

TENDER NUMBER: DANN/04/2024

### DESCRIPTION: APPOINTMENT OF PANEL OF ICT MANAGEMENT SUPPORT SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS

Bids are hereby invited in terms of section 18(a) of the Dannhauser Municipality's Supply Chain Management Policy together with section 83 of the Municipal Systems Act, No.32 of 2000, as amended and read together with sections 110,111 and 112 of the Municipal Finance Management Act No.56 of 2003 for Appointment of Panel of ICT Management Support Service projects for a period of 36 months.

A NON-REFUNDABLE BID document fee of R250.00 is payable in cash at the cashier's office from 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – ABSA, Account Holder - Dannhauser Municipality, Account No. 4108323641, Branch code - 632005 and Account type – Cheque Account or documents can be downloaded free from the municipal website [www.dannhauser.gov.za](http://www.dannhauser.gov.za) or on E-Tender [www.etenders.gov.za](http://www.etenders.gov.za). Documents will be available from **25/03/2024**.

#### **Criteria 1 - Administrative Requirements**

- Bid submitted must be complete in all respects
- CIPC Registration certificate
- Central Supplier Database Registration

#### **Criteria 2 - Mandatory Requirements**

- Price(s) quoted must be firm and inclusive of VAT
- Price(s) quoted must be valid for at least One Hundred and Twenty Days (120) days after the bid closing date
- Municipal rates and taxes not in arrears for more than 3 months "on the award" - bidder to submit municipal rates account not older than 3 months/ Proof of residential address if residing in the non-rate paying area
- Tax Compliance Status "on the award" - bidder to submit Tax Pin for verification
- Bidder must not be employed in the service of the state "on the award"
- Bidder must not be listed in the Register for Tender Defaulters and/or listed on Restricted Suppliers "on the award"

Failure to comply with the Mandatory Requirements shall result in the offer being considered non-responsive and shall be rejected

Bidders must fill in the tender register stating the date and time when they submitted their tender, available at the tender box

The Municipality reserves the right to continuously update the panel list as and when required through a competitive bidding process.

The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or reject any tender or accept a part of it.

The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

**Criteria 3 - Functionality / Technical Evaluation**

Criterion	Guidelines	Weighting	Verification
Written proof of reference for work done on previous or current clients of a maximum of four (4)	4 Projects (30 points) 3 Projects (20 points) 2 Projects (15 points) 1 Project (10 points)	30	Bidders must attach reference letters of projects executed or currently executing
Proof of at least 4 Certified IT <b>Specialist</b> <ul style="list-style-type: none"> <li>➤ MCSE and VMWare</li> <li>➤ Cisco;</li> <li>➤ Certified installer of Krone and Molex cat6;</li> <li>➤ CISA, CGEIT, CRISC.</li> </ul>	4 Specialist (20 points) 3 Specialist (15 points) 2 Specialist (10 points) 1 Specialist (5 points)	20	Bidders to attach CVs and certified copy of qualifications
Capacity to supply IT Equipment Hardware and Software	Availability of cash: Above R500 000.00 = 15 points Less than R500 000.00 = 5 points	15	Bidder to attach latest Annual Financial Statements
Methodology & Approach (Structure of Work Plan) as per TORs	20 points	20	Attach a detailed methodology (Project Milestone & Deliverables/ Time frames)
Proof of having space for online backup and DRP (Discovery Recovery Plan)	10 points	10	Bidder to attach signed agreement for online storage (Microsoft)
<b>Total</b>		<b>100</b>	

All Bidders who score **LESS than (80% out of 100%)** on functionality not be considered for further evaluation on Price and specific goals.

#### **Criteria 4 - 80/20 PREFERENCE POINT SYSTEM**

The applicable preference point system for this tender is an 80/20 preference point system where 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>	<b>Means of verification</b>
<b>Pricing = 80</b>		
<b>Preference Goals 1: Specific goals Ownership (maximum points10)</b>  Enterprises must be at least 51% owned by: black people = 10 points  Enterprises less than 51% owned by: black people = 5 points		CIPC registration certificate (Companies and Intellectual Property Commission) / Detailed CSD report / Certified copy RSA Identity document of the director(s).
<b>Preference Goals 2: RDP (Reconstruction &amp; Development Programme) Goals (Max points = 10)</b>  Enterprises address located within: Amajuba District = 10 points  Enterprises address located within: Kwa- Zulu Natal = 5 points  Enterprises address located outside: Kwa- Zulu Natal = 3 point		CSD / proof of municipal accounts/affidavit/proof of residence signed by ward Councillor (for those residing in rural areas)

It is mandatory for bidders to complete MBD 6.1 to claim points for specific goals, failure to complete MBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.

Tenders must be submitted in a sealed envelope; clearly marked "**TENDER NO: DANN/04/2024 APPOINTMENT OF PANEL OF ICT MANAGEMENT SUPPORT SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS**" and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Tenders should be received no later than **12H00** on **30/04/2024** where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Any enquiries are to be directed to **Ms. Siyathokoza Ngcobo ICT Manager, by email: [siyathokozan@dannhauser.gov.za](mailto:siyathokozan@dannhauser.gov.za)** or Telephonically at **034 621 2666 ext. 741** or **Miss T Koza, SCM Accountant, by email: [thandekak@dannhauser.gov.za](mailto:thandekak@dannhauser.gov.za)** Telephonically: **034 621 2666 ext. 740** at **08 Church Street, Dannhauser**, during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

**MS SITHOLE  
MUNICIPAL MANAGER**