

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 02 APRIL 2026

TDR121/2025/2026: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF A UNIFIED COMMUNICATIONS PLATFORM

Tenders are hereby invited for the appointment of a service provider for the supply, installation and maintenance of a unified communications platform for a three (3) year period from 01 July 2026 to 30 June 2029.

Tenders must be submitted on the original documents and remain valid for one hundred and twenty (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr. Wikus Gouws at telephone (044) 606-5050 or e-mail at wgouws@mosselbay.gov.za or Mr Sibusiso Nondoda at telephone (044) 606-5000 (ext 6903) or e-mail at snondonda@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Mr Deslin Kohler who may be contacted at telephone (044) 606-5192 or e-mail at dkohler@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Mr Deslin Kohler who may be contacted at telephone (044) 606-5192 or e-mail at dkohler@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside) or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za)**, prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

A **compulsory online information meeting** will take place at **11h00 on Thursday, 12 March 2026 via TEAMS.**

Bidders who wish to attend the online briefing meeting via Microsoft Teams must log into the meeting with the following link to join the meeting or using the following Teams login details:

Meeting ID: 371 407 811 758 42

Passcode: yR2jP9ZM

ATLEAST ONE OF THE PARTNERS OF A JOINT VENTURE MUST ATTEND THIS COMPULSORY INFORMATION MEETING.

BIDDERS (including one partner of a Joint Venture) WHO DID NOT ATTEND THE INFORMATION MEETING AND SUBMIT A BID, WILL BE SEEN AS SUBMITTING A NON-RESPONSIVE BID.

Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory information meeting as the Special conditions of contract and specifications will be discussed. It remains the Bidder's responsibility to familiarise themselves with and fully understand the tender specifications to be able to submit a responsive tender.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Thursday, 02 APRIL 2026** or be posted to reach the **Tender Box, Mossel Bay Municipality, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Bids will be evaluated on pre-qualification as set out in the tender document.

Bids will be pre-evaluated on the following functionality criteria and bids that score less than **70 out of 100** points will be considered as non-responsive:

Functionality criteria and weight:

1. Company (or JV) Experience in Unified Communications carrying a weight of 40 points.
2. Relevant staff in Unified Communications experience carrying a weight of 30 points.
3. Staff Experience in Unified Communications carrying a weight of 30 points

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to 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.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on this Database.

MR C PUREN
MUNICIPAL MANAGER