



UMzimkhulu Municipality

PROVINCE OF KWAZULU-NATAL

KZN435/22/23/006/CSS

INVITATION TO TENDER

UMzimkhulu Municipality hereby invites reputable and experienced service providers to respond on the project below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
BACK-UP OFFICE SYSTEM CONTRAVENTION SYSTEM FOR TRAFFIC DEPARTMENT (36 MONTHS).	ULM-CSS 005/23	30 September 2022 at 11h30am.

Tender documents will be available on the Municipal website (www.umzimkhululm.gov.za) and will also be available from the **Cashier at 169 Main Street, UMzimkhulu, 3297**, upon the non-refundable payment of **R200.00** per document or a bank guaranteed cheque made out to **UMzimkhulu Municipality during working hours between 09h30am and 16h00pm from 26th of September 2022. Cut-off time for buying documents is 30th of September 2022, 15 minutes before the briefing time.**

Non-compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Makhosini Building Boardroom, 247 Mzimkhulu Milonyana Street, uMzimkhulu 3297.**

Invalid or non-submission of the following documents will render the tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted: • Registered on Central Suppliers Database (CSD) attach proof of Registration • Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS/Commissioned **SWORN** Affidavit • MBD 4, 8 and 9 • Municipal rates and services Certificate/ statement/billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days • Attach valid lease agreement if the company is leasing the office space • Attach a valid lease agreement if the director is leasing accommodation • Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates • Copy of a marriage certificate if Municipal account in under your spouse • Certificate of Authority to sign all documents in connection with this tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head. (Example is provided in the tender document).

80/20 Preference Point System will be used on the following project and functionality will be considered. UMzimkhulu Local Municipal SCM policy will apply.

Conditions of acceptance: Quotations must be valid for **120 days.**

Second Phase

Evaluation criteria threshold Points (25) of 50%

Criteria	Basis for points allocation	Max. Points	Verification method
Relevant experience: Number of projects completed. The company must have supplied at least 4 Traffic Contravention Management Systems in the last 10 years; for each project attach reference letter.	No. of projects completed 4 and above	20	Attach Referral letters for experience with contact references for verification.
	No. of projects completed 2 and 3	10	
Methodology: Sets out the way the bidder will carry out the work. Clear timeframes for completion of the project, clear project budget aligned to the tasks and activities as per implementation requirements.	Clear methodology with concise work breakdown structure, timeframe within two months, clear project budget aligned to the tasks and activities.	10	Project methodology 1 page. Maximum of 2 pages
	Partially touched in all aspects (provide limited information) with time frame of more than two months.	5	
Expertise: Software Developer. Degree or Diploma in Software Development with 5 years' experience	Qualification with 5 years' working experience and above in the field of study.	10	Attach CV's detailing work experience with certified copies of certificates (NB: Both qualifications are required)
	Qualification with 3 - 4 years' working experience in the field of study.	5	
Project Manager: Degree or Diploma in IT: Business application or project management with 5 years' work experiences.	Qualification with 5 years' working experience and above in the field of study.	10	
	Qualification with 3 - 4 years' working experience in the field of study	5	

The points associated with the comprehensive proposal will be awarded as reflected in the above table.

It is compulsory for the bidder to score 50% in each of the above segment. Even if the bidder has scored 50% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

All other enquiries shall be directed to: Mr T. Ngubo, on tel. (039) 259 5088, fax. (039) 259 0427, e-mail: ngubot@umzimkhululm.gov.za

SCM Compliance enquiries shall be directed to: Miss O. Basi, on tel. (039) 259 5034, fax. (039) 259 0427, e-mail: basio@umzimkhululm.gov.za

Bid documents in a sealed envelope clearly indicating the **BID NUMBER AND BID NAME**, must be deposited in the tender box of **UMzimkhulu Local Municipality, located at 169 Main Street, UMzimkhulu, 3297, Reception area, not later than 21 October 2022 at 12h00.** Telegraphic, telex, telephone, electronic, facsimile and late tenders **WILL NOT** be accepted.

TENDERS MAY ONLY BE SUBMITTED ON THE TENDER DOCUMENTATION PROVIDED BY THE MUNICIPALITY.

The UMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. UMzimkhulu Municipality Supply Chain Management policy will apply.

K.V. NYAMELA: ACTING MUNICIPAL MANAGER