

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 18 NOVEMBER 2022

TDR334/2022/2023: SUPPLY AND INSTALLATION OF A VEHICLE TRACKING AND FLEET MANAGEMENT SYSTEM

Tenders are hereby invited from prospective suppliers for the supply and installation of a vehicle tracking and fleet management system to the Mossel Bay Municipality for the period ending 30 June 2027. The tender is subject to the following of the prescribed Section 33 process in terms of the MFMA to obtain a Council Resolution to enter into the long-term agreement.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr Dawie Zwiigelaar at telephone (044) 606-5275 or e-mail at dzwiigelaar@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Ms Nicole Saunders telephone (044) 606-5194 or e-mail at nsaunders@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R264 per set from Ms Nicole Saunders who may be contacted at telephone (044) 606-5194 or e-mail at nsaunders@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za/procurement/tenders-available free of charge. Payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** prior to collecting the tender document and proof of payment must be submitted when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

A compulsory online briefing meeting will take place at 11h00 on Wednesday, 26 October 2022 via Microsoft Teams.

Bidders who want to tender and attend the online briefing meeting via Microsoft Teams must send their details (Company Name, e-mail address and cell phone number, contact person) to nsaunders@mosselbay.gov.za before 10h00 on the day of the briefing meeting. Only bidders that indicated attendance will be invited to the arranged Teams meeting.

ALL PARTNERS OF A JOINT VENTURE MUST ATTEND THE COMPULSORY ONLINE BRIEFING MEETING. FAILURE TO ATTEND THE MEETING WILL RESULT IN THE BID BEING NON-RESPONSIVE.

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 Friday, 18 November 2022** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, 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.

The tender is subject to functionality criteria.

Bids will be pre-evaluated on the following functionality criteria and bids that score less than 30 out of 45 points will be considered as non-responsive:

Functionality criteria and weight:

1. Similar experience of Company (or JV) carrying a weight of 30 points.
2. References related to similar experience carrying a weight of 15 points.

Responsive bids will then be evaluated on the 80/20 or 90/10 Preference Points system as prescribed by the Preferential Procurement Regulations, 2017.

Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 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 the Database.

MR C PUREN
MUNICIPAL MANAGER