



2023 -02- 20

Received By: F. DONDALA

Signature: [Signature]

BID NOTICE

PROJECT DESCRIPTION

Mnquma Local Municipality hereby invites bids from all prospective, accredited and qualifying service provider for.

BID NO.	Description	Evaluation Criteria	Closing Date
SCM/MLM/55/22-23	Provision of Four (04) Software Licenses for the Preparation of Annual Financial Statements	80/20	Date:27/02/2023 Time 12:00

Enquiries must be directed to the following email addresses

Technical Enquiries : Ms Y Matiwane at 047 050 1157 email: ymatiwane@mnquma.gov.za (**Manager Budget and Reporting**) and **Supply Chain Management:** Ms NP Mnini at (047) 050 1150 email: nmnini@mnquma.gov.za (**Manager, SCM**)

Evaluation criteria: The evaluation of the bids will be conducted in two (02) stages namely:

Stage 1: Administration compliance

Bidders that do not meet the **Administration compliance** (Compliance with mandatory and other bid requirements) will not be eligible for further evaluation and will be deemed as non-responsive.

Stage 2: Evaluation in terms of the 80/20 preference point systems prescribed in Preferential Procurement Regulations 2002

Price=80 points,

Specific goals =20 points

The specific goals allocated points in terms of this tender	Number of points allocated 20 points	Proof Required to score points
The promotion of South African owned enterprises	20	<ul style="list-style-type: none"> CK/ Company registration not older than 6 months Full Central Suppliers Data Base report (CSD) not older than one month Certified ID document of directors not older than 6 months
Specific goals Total number of points	20	

NB: Failure of a bidder to submit proof of specific goals claimed will be interpreted to mean that preference points for specific goals are not claimed.

REQUIRED DOCUMENTS:

Potential bidders are urged to submit the following attachments when submitting their proposals, failure to do so will lead to disqualification.

- Experience:** Three signed reference letters with appointment letters for Provision of four (04) Software licenses for the Preparation of Annual Financial Statements.

CONDITIONS OF ACCEPTANCE:

- The municipality is under no obligation to accept any proposal/tender and reserves the right to accept the whole or any part of the proposal/tender. No proposal/tenders will be considered from persons in the service of the state.
- The bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from

- Full CSD Report (Not older than one Month)
- Only original tender documents will be accepted.
- Fully completed and signed Tender Forms i.e. Form of offer, all returnable MBDSs (MBD 1-9 (Part of the document)). Return all returnable documents to the employer after completing them in their entirety by writing legibly in non-erasable ink.
- In the case of partnerships/consortiums/ signed joint venture agreement must be submitted with the tender document.
- All parties/partners to the partnership/ consortium/joint venture agreement must be registered on the Central Supplier Database.

OBTAINING OF TENDER DOCUMENTS:

Tender documents for this project can be obtained at Mngquma Local Municipality website www.mnquma.gov.za and eTender portal <https://entender.gov.za/>

TENDER SUBMISSION AND OPENING

Tenders/Proposals must be submitted by hand at Bid Box, Corner King and Mthatha Street, Butterworth. 4960

Tenders should be sealed, endorsed on the envelope with:

- **BID NO: SCM/MLM/55/22-23**
- **PROJECT NAME: Provision of Four (04) Software Licenses for the Preparation of Annual Financial Statements**

On the back of the envelope with:

- Company Name, Address, Contact Person and Contact Details

- contract and has been given a written notice to this effect.
- No late, incomplete, unsigned, faxed, couriered, and emailed tenders will be accepted.
- The tender offer submitted shall remain valid, irrevocable and open for written acceptance by the Mngquma Local Municipality for a period of 90 days from the closing date.
- The award of the tender may be subjected to price negotiation with the preferred tenderers.
- The municipality reserves the right to extend the tender period by notice in the press and on the municipality's official website www.mnquma.gov.za

NB: Preferred bidders will be required to furnish the municipality:

- CK/ Company Registration, Certified ID copies not older than 6 months
- Central Supplier Database (CSD) Master Registration Number or tax compliance status PIN
- Certificate issued by the municipality or any other municipality to which he may be indebted to the effect that he and, in the event of the bidder being a company, also any of its directors, is not indebted to the municipality or to any other municipality or municipal entity for rates, taxes and/or municipal service charges which are in arrear for a period of more than **three months** and that no dispute exists between such bidder and municipality or municipal entity concerned in respect of any such arrear amounts. Bidders who reside within the Mngquma Local Municipality (MLM) jurisdiction will be verified with MLM Revenue Section.

S Mahlasela
Municipal Manager