



NOTICE 113 of 2023

FORMAL TENDER: TD 01/05/2023: THE DESIGN, SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM OUTDSHOORN MUNICIPALITY

CLOSING DATE: 26 MAY 2023

CLOSING TIME: 12:00

Tenders are hereby invited from service providers for the THE DESIGN, SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM OUTDSHOORN MUNICIPALITY.

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. D. Visagie by telephone at (044) 203 3033** Enquiries pertaining to the completion of the documents can be addressed to **Ms. J. Rollison by telephone at (044) 203 3178.**

Formal tenders sealed and clearly marked **“FORMAL TENDER TD 01/05/2023: THE DESIGN, SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM OUTDSHOORN MUNICIPALITY,** must be placed in the Municipal tender box, **26 Church Street, Oudtshoorn** no later than **12:00 on Friday, 26 May 2023** and will be opened in public immediately thereafter in the **Supply Chain Management Office, 26 Church Street, OUTDSHOORN.**

A set of tender documents can be obtained at a non-refundable cost of **R337.00 including VAT.** Documents will only be handed to prospective bidders who produce a receipt for the payment of the tender document, payments payable at the Oudtshoorn Municipality /EFT payments (proof) must be emailed to the below email address. **Please note that if tender documents are requested via email then a PDF document will be emailed free of charge.**

The municipality reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any formal tender or to accept a part of it. The Municipality does not bind itself to accept the lowest or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.

Formal tender: TD 01/05/2023 will be evaluated and adjudicated in terms of the **80/20** Preference Point System prescribed by the Preferential Procurement Policy Framework Act (2022), and the Municipality's Supply Chain Management Policy.

BBBEE	10 Points
Locality of supplier	Points
Within the boundaries of the Oudtshoorn municipality	10
Within Eden District	5
Within Western Cape Province	2
Outside Western Cape Province	0

Tender includes a pre-evaluation:

Bidders must ensure that all the necessary compliance documentation is submitted with the bid at the closing date of the tender. Bidders must comply with the Formal Tender conditions as stipulated in the bid document, if a bidder does not comply the bid will be regarded as non – responsive.

The set of tender documents will only be available on Monday 15th May 2023.

It is a prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database to be registered, registration can be done online via www.csd.gov.za

Enquiries relating to the specifications can be addressed to **Mr. D. Visagie– Tel: 044 203 3033**

Tender Document Enquiries: Ms, Janina Rollison: **Tel - 044 203 3178** Email janina@oudtmun.gov.za

NB: NO BIDS FROM PERSONS IN THE SERVICE OF THE STATE WILL BE CONSIDERED FOR AWARD

MR. W. HENDRICKS
ACTING MUNICIPAL MANAGER
Date published: 11 May 2023