



CITY OF uMHLATHUZE

TENDER NO: 8/2/1/UMH1484-24/25: PROVISION OF SAP ERP SUPPORT, MAINTENANCE AND NEW IMPLEMENTATIONS SERVICES FOR THE UMHLATHUZE MUNICIPALITY FOR A PERIOD OF THIRTY SIX (36) MONTHS.

Tenderers are hereby invited from suitably qualified suppliers for the following:

Bid Number	Bid Descriptions	No-Refundable Tender Fee	Preferential point system	Opening Date for Bid Document Collection	Compulsory Briefing Session Date, Time and Venue	Bid Closing date and time
8/2/1/UMH1484-24/25	Tender No: 8/2/1/UMH1484-24/25: Provision of SAP ERP Support, Maintenance and New Implementations Services for the uMhlathuze Municipality for a period of thirty six (36) months.	R717.00	Price=90 Equity=10	29/07/2024	Date 06/08/2024, Time: 11h00 Venue: Civic Centre, 5 Mark Strasse, Richards Bay (Foyer)	05/09/2024 12h00

Note: Mandatory requirements for tenders:

- **Regulation 44 of the Supply Chain Management Regulations** states that the Municipality may not make any award to a person who is in the service of the state (government), and if that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or who is an advisor or consultant contracted with the municipality or municipal entity.
- All bids are subject to the terms and conditions contained herein and in the bid documentation as stipulated by various legislations governing public procurement including City of uMhlathuze's policies
- uMhlathuze Municipality does not bind itself to accept the lowest or any tender, and reserves the right to accept any tender in whole or in part.
- Site visit and clarification meeting, bidders must arrive on or before time stated in the tender advert for the meeting, late comers will not be allowed into the meeting and their bid documents will not be considered for evaluation.
- The bidder must have functional offices within the Republic of South Africa (RSA) with full SAP support staff. Failure to comply with this requirement will invalidate the bid. Proof of address for the office must be provided in a form of municipal account statement/ invoice or a lease agreement.

Submission of bids

- Sealed bids, **clearly endorsed: "TENDER NO : 8/2/1/UMH1484-24/25"** must be placed in the Bid box at Stores and Procurement, Alton, Richards bay **up to a day before closing date.**
- The tender will follow a **Two-Stage Envelope System**, therefore the Technical Proposal and the Financial Proposal (Pricing) must be sealed and submitted in separate envelopes. Inclusion of a financial proposal/ pricing within the Technical Proposal will invalidate the submitted bid.
- The Tenderers **details and return address** must be indicated on the back of the sealed envelope in which the Tender is deposited, this is required for the purposes of returning tenders in cases where it may be required.
- Only tender documents purchased from the municipality will be considered for evaluation.
- Intention to Award and Cancellation notices will be published on the municipal website.

Tender Documents will be available at the Customer Service Desk, Civic Centre, 5 Mark Strasse, Richards Bay. On the 29/07/2024 as from 12:00, up to a day before site briefing. When collecting Tender documents, bidders must clearly write their email address and telephone numbers. Please note that in order to obtain a Tender Document payment of the non- refundable deposit can be made at: Rates Hall-Civic, Richards Bay or payment may also be made directly into Council's bank account: FNB Richards Bay Account number 63039446843.

Reference: Tender No: 8/2/1/UMH1484-24/25, Name of Company:

No documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only EFT or cash will be accepted as payment method and EFT will be made in favour of uMhlathuze Municipality. It should be noted that the Rates Hall closes at 15:00 on weekdays for receipt of payments.

Should use be made of a Courier Company to collect tender documents on behalf of your company, proof of payment and arrangement for the collection of the tender documents must be emailed to ShabalalaNT@umhlathuze.gov.za, Lungi.Mbatha@umhlathuze.gov.za and Faith.Mkhwanazi@umhlathuze.gov.za

Council will not accept responsibility for the late delivery of Tenders by courier services or any other means that are not placed in the tender box on or before the date and time of closing of the tender.

Enquiries can be directed **in writing** to Mr Thulani Kubheka at email address kubhekabt@umhlathuze.gov.za and Mr Mthokozisi Manzini at email address manzinim@umhlathuze.gov.za. Please note that all responses to technical queries will be shared with all the bidders that would have attended the compulsory site briefing and clearly captured their email address details on the attendance register.

It is the requirement of this tender that the successful bidder must implement a successful Corporate Social Investment (CSI).

Tenderers who have not been contacted within 120 days after the closing date of this tender must accept that their tender was unsuccessful.

Civic Offices
Private Bag X1004
RICHARDS BAY
3900
DMS 1661929
MN/35/2024

MR NG ZULU
CITY MANAGER