



NKANDLA LOCAL MUNICIPALITY

CALL FOR PROPOSAL AND INVITATION TO BID, SUPPLY AND DELIVERY OF 10 LAPTOPS. BID NO: NKA/BTO004/2023/24

Nkandla Local Municipality seeks to appoint a suitable, and reputable service provider to Supply and Deliver 10 Laptops.

DELIVERABLE/SCOPE Specification Summary

Description	Quantity
7440 14-inch FHD, Laptop-Intel Core i7-1355U, 512GB SSD 16GB RAM WIN 11 Pro	10

SUBMISSION OF PROPOSALS

All priced bids and supporting documents must be submitted in a sealed envelope, clearly marked "BID Number and Project Name", and be deposited in the municipal tender box situated at the reception area of the **Municipal Offices, lot 292 Marse Road Nkandla** not later than **11h00 on the 02nd of May 2024 (closing date)**, At which time the bids will be opened in the public.

CONDITIONS.

- The Nkandla Local Municipality Supply Chain Management Policy will apply.
- The proposals that are late, incomplete, unsigned, faxed or emailed will not be accepted or considered.
- The municipality will accept no responsibility for the late delivery of bids by courier services or any other forms of mailing.
- The Nkandla Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- Tenders shall remain valid for 90 Working days from the closing date (02nd of May 2024).
- All prices should be inclusive of Value Added Tax (VAT).
- The council reserves the right to negotiate further conditions and requirements with the successful bidder and reserves the right not to appoint.
- The bidders who are restricted in doing business with the state and who are in a default register are prohibited.
- The bidders whose tax matter are not in order are prohibited.
- The bidders are compelled to declare any conflict of interest.
- The bidders must be registered with Central Supplier Database.

EVALUATION CRITERIA

Nkandla Local Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The amended PPPFA regulation 2022 will be used.

First Stage: Compliance (returnable documents)

Failure to comply / satisfy all the mandatory requirements below will result in disqualification of the bid. Proof must be provided.

- A Valid Quotation,
- Valid SARS Tax Compliance Status Pin Issue Certificate,
- Company registration documents,
- Certified Director's ID copies,
- Proof of registration to the National Treasury Central Database
- Fully completed MBD 1, MBD 4, MBD 8 and MBD 9,
- Company and director's municipal rates (should not be in arrears for more than 3 months).

Second Stage: Functionality, 100 points (Minimum threshold of 70 points) being 60 points for Experience, and 40 points for capacity. Only bidders who pass the second stage with 70 points will then be evaluated further in the next stage.

Proposals will be subjected to a prequalification in terms of functionality, thus:

Description	Score
Experience 60	
Experience: Seven or more original or certified copies of official order/award/appointment letters for supply and delivery (related good/services) in the last five years.	60
Experience: 5-6 Original or certified copies of official order/award/appointment letters for supply and delivery (related good/services) in the last five years.	40
Experience: 3-4 Original or certified copies of official order/award/appointment letters for supply and delivery (related good/services) in the last five years.	30
Experience: 2 Original or certified copies of official order/award/appointment letters for supply and delivery (related good/services) in the last five years.	20
Experience: 1 Original or certified copies of official order/award/appointment letters for supply and delivery (related good/services) in the last five years.	10
Capacity 40	
Turn- around time in days for delivery after receiving an appointment letter/ official order	
Within 15-20 days	40
Within 21-30 days	30
Within 31-40 days	20
TOTAL	100

Third Stage: Preferential Points System (80/20); 80 for Price and 20 for Specific goals.

Specific Goal 1: Ownership – (maximum points 10)

The specific goals allocated in terms of this tender	Number of points allocated	Verification document(s)
RACE		
Business owned 100% by black person	10	ID Copy of Director/ Owner and CSD
Business owned less than 100% by black person	5	ID Copy of Director/ Owner and CSD

Specific Goal 2: RDP Goal – (maximum points 10)

The specific goals allocated in terms of this tender	Number of points allocated	Verification document(s)
RACE		
Promotion of business located within Nkandla Municipality	10	CSD and proof of Municipal Account/ CSD and Original proof of residence signed by a Ward councillor
Promotion of business located Within King Cetshwayo District	5	CSD and proof of Municipal Account/ CSD and Original proof of residence signed by a Ward councillor
Promotion of business located Within KZN, Province	3	CSD and proof of Municipal Account
Promotion of business located in South Africa outside of KZN, Province	1	CSD and proof of Municipal Account

BID ENQUIRIES

SCM Enquiries	Ms LN Mtshali	035 833 2040	Lethiwe.Mtshali@nkandla.gov.za
Technical Enquiries	Mr NR Ntombela	035 833 2037	Ntuthuko.Ntombela@nkandla.gov.za

MS. NP. DLAMINI
Municipal Manager