



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

Postal Address: P.O. Box 1 | Nqanqarhu | 5480

Tel: 045 9328100 | **Fax:** 045 9321094 | **Facebook:** @Elundini Local Municipality | **Twitter:** @ElundiniLM

YouTube Channel: @Elundini Local Municipality | **Instagram:** @elundini_lm

TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
Provision for Travel Management Services	ELM-2/004/2023-2024	Thursday, 24 August 2023	Mr K. Sobekwa Tel. 045 932 8265 E-mail: kwaneles@elundini.gov.za
Provision of ICT Governance and Policy Development	ELM-4/002/2023-2024	Tuesday, 15 August 2023	Ms A. Bantwini Tel. 045 932 8135 E-mail: athinib@elundini.gov.za

1. To appoint a suitable service provider to render the most efficient and effective travel management service for the period of three (3) years.

2. To solicit a service provider for the development, review and finalisation of ICT Policies for the Elundini Local Municipality for the period of two (2) months.

Bids contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Stage 1 of Evaluation - Functionality

ELM-2/004/2023-2024		ELM-4/002/2023-2024	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Experience	30	Experience	30
Expertise	20	Skills and Expertise	60
Project Team	10	Project Implementation Methodology	10
Financial Stability	40		
Proof of Accreditation by IATA	20		
Letter of good standing from the bank	20		
Total Points	140	Total Points	100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids. The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

Specific Goals for these bid are as follows:

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

The Specific Goals allocated points ELM-2/004/2023-2024	The Specific Goals allocated points ELM-4/002/2023-2024	Proof to claim points for specific goal
EME or QSE which is at least 51% owned by Women = 5 Points	EME or QSE which is at least 51% owned by Women = 6 Points	Company Registration Document and Certified ID Copy, CSD Report
EME or QSE which is at least 51% Black owned = 15 Points	EME or QSE which is at least 51% Black owned = 10 Points	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit and CSD Report
	EME or QSE which is at least 51% owned by Youth – Enterprise 18-35 = 4 Points	Company Registration Document and Certified ID Copy, CSD Report
Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit. The tender documents will be available from **Monday, 24 July 2023**.

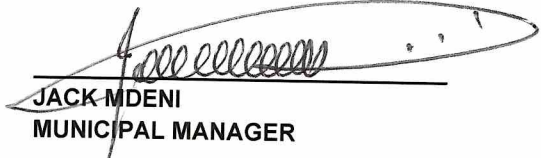
NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The Tender Data, Detailed breakdown Quality Criteria, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za and will be also attached in the tender document. Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

Tender submission and supporting documentation must to be placed in a sealed envelope endorsed with RELEVANT PROJECT NAMES AND BID NUMBERS: must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on above mentioned dates for all the bids at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.


JACK MDANI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. **Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.**

2. **Agreement**

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. **Completion of Bid Documents**

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. **Alteration or Qualification of Bid**

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. **Signatory**

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. **Submission of Bid**

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Tuesday, 15 August 2023.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

- c) Clearly mark the back of the envelope with your bidder's name and address .
- d) A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation.
- b) the tenderer 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 doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;

c) the tenderer has not:

- i) abused the Employer's Supply Chain Management System; or
- ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, pertaining to the Preferential Procurement Policy Framework Act, 2022.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

Specification for Provision of ICT Governance and Policy Development

Project Description

The purpose of this request is to solicit a service provider for the development and/or review and finalisation of ICT Policies for the Elundini Local Municipality for the period of two months.

Project Background

ICT policies and procedure manuals were last reviewed in 2019. ICT is an evolving field, therefore, municipality needs to constantly review its ICT policies to ensure that ICT is well regulated, monitored, and governed. ICT policies provide guidance, consistency, accountability, and clarity on how an ICT systems operates.

SCOPE OF WORK/ DELIVERABLES

- Review and develop ICT policies.
- Identify any challenges and provide advice on addressing any inadequacies which may become evident during the analysis.
- Work with Management to address identified gaps and challenges.
- Policy consultation with ELM staff during review
- Draft Policy workshop

PRODUCT/SERVICE SPECIFICATION

SPECIFICATION

- Review of ICT Disaster Recovery Plan
- Review Patch Management Policy.
- Develop Vulnerability management procedure.
- Review Access control Procedure
- Review Data Privacy Plan
- Review Data Protection Policy and Procedure
- Review ICT DRP Procedure Manual
- Review Password and User Access Management Procedure
- Review Protection against Malicious Code Procedure
- Review Removable Media Procedure
- Review Backup and Recovery Procedure
- Review Firewall Management Procedure
- Review ICT Business Continuity Plan
- Review Incident Management Procedure
- Review Mobile Device Procedure

SERVICE LEVEL AGREEMENT

- This is a once – off project that must be completed within 60 days after the appointment letter has been accepted by the service provider.
- Ongoing consultation with the Manager: ICT, and any other official assigned or invited to input in the policy development and/or review, is necessary.
- The provider will be required to present the policies to the management for final input and approval.
- The Service Provider will be responsible for the immediate compilation of the “Project Plan” including methodology to be used.
- Any deviation from the accepted plan should be pre-negotiated with the management of Elundini Local Municipality.

FUNCTIONALITY

Points will be allocated for the following Criteria	Evidence required (This must not be ambiguous)	Maximum Score
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Experience		30
Similar projects Completed	Signed appointment letters OR Purchase orders together with reference letters on a letterhead must be attached to claim points. • Five or more signed appointment letters OR Purchase orders together with Reference letters of similar projects attached = 30 points • Four signed appointment letters OR Purchase orders together with Reference letters of similar projects attached = 25 points • Three signed appointment letters OR Purchase orders together with Reference letters of similar projects attached = 15 points • Two signed appointment letters OR Purchase orders together with Reference letters of similar projects attached = 10 points • One or less signed appointment letters OR Purchase orders together with Reference letters of similar projects attached = 0 points	30
Skills and Expertise		60
Expertise in advising on Governance Support, ICT best practice Implementation, and be aware of latest ICT Trends. CV and certified copies of all qualifications must be included.	Project Leader With NQF level 8 in Information Technology or Computer Science or ICT related and (ITIL V3 OR COBIT 5), King IV, TOGAF and CISA = 30 Points a) With NQF level 8 in Information Technology or Computer Science or ICT related = 10 Points (ITIL V3 OR COBIT 5) = 5 points King IV = 5 points TOGAF 5 points CISA = 5 points b) With NQF level 8 in Information Technology or Computer Science or ICT related = 10 Points c) If only (ITIL V3 OR COBIT 5), King IV, TOGAF and CISA submitted with no NQF level 8 in Information Technology or Computer Science or ICT related = 0 Points d) Failure to meet qualifications as outlined in bullet a) and b) = 0 Points 2 X Team Members = 15 points per member • National Diploma and above in Information Technology or Computer Science or ICT related qualification and (ITIL V3 OR COBIT 5), King IV, TOGAF and CISM = 30 Points National Diploma in Information Technology or Computer	30 30

	Science or ICT related qualification = 5 points (ITIL V3 OR COBIT 5) = 2 points King IV =3 points TOGAF = 2 points CISA = 3 points Failure to meet the above qualifications = 0 Points	
Project Implementation Methodology		10
Approach and methodology in managing this project should include.	Approach and Methodology = 05 points - Good = 05 Points - Fair = 03 Points - Poor = 01 Points Project Implementation Plan = 05 points - Good = 05 Points - Fair = 03 Points - Poor = 01 Points	05 05
Total Points		100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation