

KOUKAMMA LOCAL MUNICIPALITY



TENDER NOTICE AND INVITATION TO TENDER FOR THE FOLLOWING PROJECT:

PROJECT DETAILS	SPECIFIC MINIMUM REQUIREMENTS
BID NO. 10/2023 – PROVISION FOR RENDERING OF GEOGRAPHIC INFORMATION SYSTEM, DATA MAINTENANCE AND HOSTING OF DATA FOR A PERIOD OF 3 YEARS	1. Experience in Projects - Must have a minimum of 5 projects of similar nature. 2. Key Personnel 2 x SAGC Registered Professional GISc Practitioners with at least 10 years of relevant experience. 1 x SACPLAN Registered Professional Planner with at least 10 years of relevant experience. 2 x Software Developers with at least 10 years of relevant experience. 1x IT Network Technician/ Engineer with at least 10 years of experience 3 x GIS Technicians with at least 5 years of relevant experience. 3. Software - Bidders are required to submit a maximum of 10 pages software profile.
BID NO.09/2023 – PROVISION OF PRINTING AND DISTRIBUTION OF ACCOUNTS FOR A PERIOD OF 3 YEARS.	1. Experience in Projects - Must have a minimum of 5 Projects of similar nature. 2. Licence - Must have a licence to distribute bulk accounts. 2. Sample of Printer - As part of submission, bidders must attach a sample of a printed account.
BID NO. 11/2023 – SUPPLY, DELIVERY, INSTALLATION, COMMISSION AND SUPPORT OF OFFICE AUTOMATION SOLUTION FOR A PERIOD OF 3 YEARS.	1. Experience in Projects - Must have a minimum of 3 projects in the current scope with a minimum of 15 machines. 2. Key Personnel - The bidder must have at least one Project Lead with at least an IT related post matric Qualification plus at least 5 years of experience in the multifunctional printers support and maintenance, - Also, must have at least one Technician with A+ & N+ Qualification with at least 3 years of experience in the multifunctional printers support and maintenance. 3. Equipment - Must own at least 15 machines as described in Category 1 to 3 of the specification. - In case of the 15 machines being leased, the bidder must attach a valid lease agreement with the proof of ownership from the original owner of the machines. 4. Methodology - The bidder must submit a detailed methodology that covers the detailed specification of each machine that the bidder presents to the Municipality.

NB: Bidders must submit all supporting documentation necessary to meet specific minimum requirements as stipulated in detail in the bidding document and only bidders who meet the specific minimum requirements will be considered responsive and be evaluated further on the basis of Price and Municipal Specific Goals.

The physical address for collection of tender documents is: The Koukamma Local Municipality, 05 Keet Street, Kareedouw, 6400, upon presentation of a receipt proving prior payment of a non-refundable fee of **R 350** (inclusive of VAT), having been made (Cash or bank guaranteed cheque only). **Tender documents will be available from 09H00 on Wednesday, the 17th of May 2023.** Contact person regarding collection of these documents is Mr. T Mabhongwana, Tel No: 042 288 7257, Fax No.: 042 288 0797 email: tmabhongwana@koukamma.gov.za.

Tenders shall be placed in sealed envelopes, endorsed with the correct **project name, and Bid number** for the project, and be placed in the Tender Box at the Municipal Offices, **05 Keet Street, Kareedouw, 6400**, not later than **12h00 on Friday, the 23rd of June 2023** for all bids, at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Telegraphic, telexed, faxed, or emailed tenders will not be considered. Tenders that are not submitted in properly sealed and marked envelopes and/or deposited in the tender box as prescribed in this notice on the date and time indicated will NOT be opened or considered.

Bids will be evaluated and adjudicated according to the following criteria:

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulations of 2022, 80 for price and 20 in terms of the Municipality's specific goals as clearly outlined in the tender document and in our SCM policy that can be found at www.koukammamunicipality.gov.za.
- The guidelines for locally produced or manufactured goods with a stipulated minimum threshold where applicable will be applied.
- Bidders are required to attach their Tax Clearance Certificate, Statement of Signatory, Municipal Billing Clearance Certificate, or Valid Lease Agreement, 3 months downloaded detailed CSD Report, JV agreement, Company Registration Certificate, Financial Statements, the bidder is required to comply with all the tender requirements as stipulated in detail in the bidding document and the Tender Document must be completed in full and signed where required.
- NB: No tenders will be considered from persons in the service of the state.**
- The Municipality reserves the right to accept a tender in full, partially, or not at all and is not obliged to accept the lowest tender received, And the Municipality reserves the right to scale down on the scope of work for the contract value to fit into the available budget for the 2023/24 financial year.
- A tender must remain valid for a period of 90 days from the closing date for the submission of tenders.

All **technical enquiries** for all bids must be directed only via email to the Manager: ICT, **Mr. Molefe Molefe** at mmolefe@koukamma.gov.za.

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Mr. Sabelo Tini
 Acting Municipal Manager