

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 28 OF 22/23

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR REVENUE
ENHANCEMENT PROJECTS**

Tenders are hereby invited from suitably qualified and experienced Service Providers for the following Revenue Enhancement Projects:-

1. Data Cleansing of all Government Debtor Accounts;
2. Data Cleansing of all Business Debtor Accounts;
3. Data Cleansing of all Residential/Other Debtor Accounts;
4. Comprehensive Review of Revenue Billing Completeness;
5. Comprehensive Review of the Pre-Paid Meter Data Base;
6. Debt Management;
7. Revenue Protection;
8. Comprehensive Review of all Returned Mail (Postal & Emails), and,
9. Identify Debtors with Arrear Balances Doing Business With the Municipality.

Interested Service Providers are to submit a **Bidder Registration Form** of which is available on the Msunduzi Municipality's website www.msunduzi.gov.za in the Tenders Folder/Database Forms. The registration will begin from **03 October 2022 and end at 17H00 on 07 October 2022**. The Bidder Registration Form must be completed and e-mailed to vinesh.govender@msunduzi.gov.za ***Service Providers who fail to register within the above registration period will not be eligible to receive and submit a tender document.***

Tender documents will only be e-mailed to potential Service Providers that have submitted their Bidder Registration Forms timeously. ***The Tender document will indicate the details of the compulsory Tender Briefing Meeting.*** Service Providers who do not receive any confirmation of their Bidder Registration Forms within 48 hours at the end of the above registration period must request such via email to vinesh.govender@msunduzi.gov.za.

Printed copies of the tender document shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the registration date mentioned above at a non-refundable tender deposit fee of **R672.16 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted. ***No document shall be sold from 10h00 the day before the Tender Briefing Meeting.***

The Municipality will continue to advertise its Tender Notices on the National Treasury e-Tender Portal and the Municipal website.

For any technical related enquiries regarding the Specifications, please contact Marlon Hoskins directly on Telephone No. 033 – 392 2405 or Cell No. 082 413 2022 or e-mail marlon.hoskins@msunduzi.gov.za.

For any procurement related enquiries, please contact Vinesh Govender (Supply Chain Management Sub-Unit) on Telephone No. 033 – 392 2027 or e-mail address vinesh.govender@msunduzi.gov.za.

Sealed tenders containing the original hand written priced tender document and a digital copy of the same on a CD/USB Flash Drive and endorsed on the envelope with the “**CONTRACT No.**” and “**CONTRACT DESCRIPTION**”, must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00**, on **01 November 2022**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

Tender Validity Period

Four (4) months commencing from the closing date of tender.

Tender Evaluation Criteria

The tender shall be evaluated on a Two Stage Evaluation System. Stage One being Functionality and Stage Two based on the 80/20 Preferential Points System in accordance with the Preferential Procurement Regulations, 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act No. 5 of 2000. Stage One Functionality shall be evaluated on the following criteria:-

Item	Functionality Criteria	Max points Awarded
1	No. of Similar Projects	20
2	Methodology and Approach	30
3	Project Team	20
4	Time Frames	10
Total No. of Points Awarded		80
Minimum Threshold To Qualify For Stage 2		50%

The Msunduzi Municipality does not bind itself to accept the lowest or any tender, and reserves the right to accept the whole or any part of a tender.

Each tenderer will be informed of the tender result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MRS N NGCOBO (CITY MANAGER - ACTING)