



TENDER ADVERT

INVITATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLOUD BASED HR AND PAYROLL SYSTEMS FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY

TENDER NO. 21/2024

The uMgungundlovu District Municipality seeks a professional service provider to provide Cloud Based Human Resources and Payroll System Services for a period of (3) three years.

Tender documents can be downloaded from the municipal website at www.umdmdm.gov.za and at Etenders portal at www.etenders.gov.za alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Ms. Noh Hlophe via email at noh.hlophe@umdmdm.gov.za.

A Compulsory Briefing Session will be held on 23 August 2024, at 10:00am, at the uMgungundlovu District Municipality, Council Chambers, at 242 Langalibalele Street, Pietermaritzburg. No admittance by Municipal security to late comers after 10:00am. Non-attendance at the Compulsory Briefing Session will render any submission invalid.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before **12h00 on 11 September 2024** in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

All eligibility criteria must be furnished accordingly, where, mandatory or applicable. Tenderers will thereafter be evaluated in terms of functionality. Tenderers that qualified in terms of the functionality criteria will then be evaluated in terms of the 80/20 preference point system as prescribed in terms of the Preferential Procurement Regulations 2022.

- **Bidders must complete and submit a declaration of proposed system Modules Functionality on pages 45 to 46.**
- **Bidders must submit comprehensive product/system documentation of their respective proposed solutions.**
- **Bidders must submit a declaration of intent to collaborate with the Dube Trade Port Data Centre Corporation signed by both entities on page 47.**

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price and preference based on the following criteria:

EVALUATION CRITERIA	Max Points
1.) Company Experience	30
2.) Project Leader Experience	35
3.) Project Leader Qualifications	35
TOTAL	100

A bidder/s that scores less than **75 points out of 100** in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

The 80/20 preference point system in terms of the municipality's SCM Policy will be applicable as follows:

		POINTS
PRICE		80
SPECIFIC GOALS (20 Points)		
Race (Points are not cumulative)	Sub-points	10
- $\geq 50\%$ Black Owned (HDP)	10	
- $< 50\%$ Black Owned (HDP)	5	
Gender (Points are not cumulative)	Sub-points	10
- $\geq 50\%$ Female Owned	10	
- $< 50\%$ Female Owned	5	
Total points for Price and Specific Goals		100

****Joint Venture: Each Company will be evaluated individually, and the cumulative points will be divided to establish average to obtain Final Specific Goal Points.

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

Dr. EX Muthwa
Acting Municipal Manager
uMgungundlovu District Municipality