



## BID NOTICE

### PROJECT DESCRIPTION

Mnquma Local Municipality hereby invites bids from all prospective accredited and qualifying service provider for the hereunder project:

BID NO.	Description	Evaluation Criteria	Closing Date
SCM/MLM07/22-23	Supply and Delivery of Videoconferencing Software Licenses	80/20	Date: 10/11/2022 Time: 12:00

### All enquiries must be directed to the following email addresses:

**Technical Enquiries:** Mr. M Best (Manager ICT) at 047 050 1134 email: [mbest@mnquma.gov.za](mailto:mbest@mnquma.gov.za)

**Supply Chain Management Enquiries:** Ms. NP Mnini (Manager SCM) at (047) 050 1150 email: [nmnini@mnquma.gov.za](mailto:nmnini@mnquma.gov.za)

**Evaluation Criteria:** The evaluation will be conducted in two stages namely:

#### Stage 1: "Administrative compliance"

Bidders that do not meet the Administrative compliance (Compliance with mandatory and other bid requirements) will not be eligible for further evaluation and will be deemed as non-responsive.

#### Stage 2: Evaluation in terms of the 80/20 preference point systems prescribed in Preferential Procurement Regulations

Price=80 points, B-BBEE=20 points. Bidders are required to submit an original or certified copy of B-BBEE certificate to claim preferential points.

#### REQUIRED DOCUMENTS:

Potential bidders are urged to submit the following attachments when submitting their proposals, failure to do so will lead to disqualification:

- Full CSD Report (Not older than one Month)
- Only the original tender documents printed one sided will be accepted.
- Fully Completed Tender Forms i.e. Form of Offer, all returnable MBDs (MBD1-9) –Part of the tender document. Return all returnable documents to the employer after completing them in their entirety by writing legibly in non – erasable ink.
- In the case of partnerships/ consortiums/ joint venture agreement, signed agreement must be submitted with the tender document; and
- All parties/partners to the partnership/ consortium/joint venture agreement must be registered on the Central Supplier Database

#### OBTAINING OF TENDER DOCUMENTS:

Tender documents for the project can be obtained at Mnquma Local Municipality website: [www.mnquma.gov.za](http://www.mnquma.gov.za) and on e-Tender.

#### CONDITIONS OF ACCEPTANCE:

- The municipality is under no obligation to accept any proposal/tender and reserves the right to accept the whole or any part of the proposal/tender. No proposal/tenders will be considered from persons in the service of the state.
- The bidder or any of its directors/shareholders must not be 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;
- The bidder has not abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect.
- No late, incomplete, unsigned, faxed, couriered, and emailed tenders will be accepted.
- The tender offer submitted shall remain valid, irrevocable and open for written acceptance by the Mnquma Local Municipality for a period of 90 days from the closing date.
- The award of the tender may be subjected to price negotiation with the preferred tenderers
- The municipality reserves the right to extend the tender period by notice in the press and on the municipality's official website [www.mnquma.gov.za](http://www.mnquma.gov.za)



<p><b>TENDER SUBMISSION AND OPENING</b></p> <p>Tenders/Proposals must be submitted by hand to a Bid Box at Mnquma local municipality, Corner King and Mthatha Street, Butterworth. 4960</p> <p>Tenders should be sealed, endorsed on the <b>front of the envelope</b> with:</p> <ul style="list-style-type: none"> <li>• <b>Bid No.</b></li> <li>• <b>Project Name</b></li> </ul> <p>On the <b>back of the envelope</b> with:</p> <ul style="list-style-type: none"> <li>• Company Name, Address, Contact Person and Contact Details</li> </ul>	<p><b>NB: Preferred bidders will be required to furnish the municipality:</b></p> <ul style="list-style-type: none"> <li>▪ Proof of company registration/ CK number and certified ID copies (not older than 06 months) for directors/members</li> <li>▪ Tax compliance status PIN and Tax clearance certificate</li> <li>▪ Certificate issued by the municipality or any other municipality to which he may be indebted to the effect that he and, in the event of the bidder being a company, also any of its directors, is not indebted to the municipality or to any other municipality or municipal entity for rates, taxes and/or municipal service charges which are in arrear for a period of more than <b>three (03) months</b> and that no dispute exists between such bidder and municipality or municipal entity concerned in respect of any such arrear amounts. Bidders who reside within the Mnquma Local Municipality (MLM) jurisdiction will be verified with MLM Revenue Section.</li> </ul> <p>.....</p> <p><b>S Mahlasela</b> <b>Municipal Manager</b></p>
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