



THEMBISILE HANI LOCAL MUNICIPALITY



APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, CONFIGURATION,
IMPLEMENTATION, MAINTENANCE AND SUPPORT OF WORKFLOW, DOCUMENT MANAGEMENT,
RECORDS MANAGEMENT AND SCANNING/INDEXING SYSTEMS FOR A PERIOD OF 36 MONTHS.

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TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

- T1.1 Tender notice and invitation to tender
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T1.1 TENDER NOTICE AND INVITATION TO TENDER

Thembisile Hani Local Municipality invites tenders from suitably qualified bidders who meet the prescribed requirements for project number **THLM/SCM16/2023-2024/CS01 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, CONFIGURATION, IMPLEMENTATION, MAINTENANCE AND SUPPORT OF WORKFLOW, DOCUMENT MANAGEMENT, RECORDS MANAGEMENT AND SCANNING/INDEXING SYSTEMS FOR A PERIOD OF 36 MONTHS**

Contract No.	Description	Price per Bid Document	Compulsory Clarification Meeting	Technical Enquiries	Closing Date
THLM/SCM16/2023-2024/CS01	Appointment of a Service Provider for the Provision, Configuration, Implementation, Maintenance and Support of Workflow, Document Management, Records Management and Scanning/ Indexing Systems for a Period of 36 Months.	R 1 057.17	N/A	Mr. Ngwato Maserumule T: 013 986 9192 E: MaserumuleN@thembisilehanilm.gov.za	02 November 2023 @ 12h00

The venue for the compulsory clarification meetings is the **Municipal Shelter** at our **Mthombomuhle (Kwaggafontein) Head Office**.

Prospective Service Providers are encouraged to download the tender documents from the E-Tender Portal from the **18th of October 2023** at www.etenders.gov.za. The only time hard copies will be made available is if there are technical challenges from the E-Tender portal.

Cash and EFT payments will be accepted and must be made payable to Thembisile Hani Local Municipality. Sealed envelopes marked with the tender number as indicated above, must be placed in the bid box at the Municipality office in Kwaggafontein C, by no later than 12h00pm on the above-mentioned dates.

Please take note that no bid documents will be given to couriers unless the courier company is in the possession of a letter on an official letterhead, confirming on behalf of the company the full details of the specific bid/bids to be collected and the payment of the full amount payable for bids is required.

The Council reserves the right to either accept the whole or part of any bid, or not to appoint. Facsimiles or e-mailed documents will not be accepted. No awards will be made to a person who;

- **Is in the service of the state,**
- **If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of state, and/ or**
- **Who is an advisor or consultant contracted with the municipality or municipal entity.**

A Preferential Point system shall apply whereby a contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the Conditions of Tender in the



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tender document, read in conjunction with the Supply Chain Management Policy of Thembisile Hani Local Municipality and the Preferential Procurement Regulations of 2022 where 80/20 points system will be applied, wherein 80 points are for Price and 20 for Specific Goals.

SCM Enquiries: Ms. L.S. Sehlako Tel: (013) 986 9187 Email: SehlakoL@thembisilehanilm.gov.za and/ or Ms. F. Ntuli Tel: (013) 986 9141 Email: NtuliF@thembisilehanilm.gov.za

Mr. D.J.D. MAHLANGU
Municipal Manager