



Knysna

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KNYSNA MUNICIPALITY

TENDER NO: T 38 of 2024/25:

RENEWAL OF THE KNYSNA MUNICIPALITY EMAIL MANAGEMENT AND ARCHIVING SOLUTION FOR A PERIOD OF 36 MONTHS

Knysna Municipality hereby invites tenders for the Renewal of the Knysna Municipality Email Management and Archiving Solution for a period of 36 Months.

Tender documents can be downloaded from the Knysna Municipality website: www.knysna.gov.za at no cost. Website navigation is as follows: Do Business – Bidding Opportunities - Tenders – Current Tenders.

Technical enquiries relating to the tender document may be addressed to: Mrs. L Plaatjies, e-mail address: lplaatjies@knysna.gov.za SCM related enquiries relating to the tender document may be addressed to Mr M Mato, e-mail address: mmato@knysna.gov.za. The last date for submission of enquiries is **11 June 2025**.

The closing time for submission of bids is **12h00 on Wednesday 18 June 2025**. Bids must be sealed in an envelope clearly marked with the bid number and title given above and placed in the **bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna**, on or before the mentioned time and latest date. **The door will be closed at 12:00**. Telephonic, facsimile, e-mail, and late bids will not be accepted. Bids must remain valid for a period of **120 days** after the closing date of the bid. Notwithstanding the period of validity of bids as set out in the bid documents, the Municipality reserve the right to request extension of the validity period.

Bids will be opened on the same day at the Supply Chain Management Section at 12h05. Late or unmarked bids will not be considered.

Bidders are required to submit an original of their tender document and a soft copy on a USB. (Bidders must submit returnable documents on a separate envelop”).

Bids must be submitted on the bid documentation that is issued.

The evaluation of this bid will be subjected to functionality scoring. Tenderers must achieve a minimum functionality score of **42 out of 60** points for functionality in order to be evaluated further. The functionality criteria and weighting are set out in the tender document.

Bids will be evaluated according to the **80/20** preference points system. The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2022.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points. The municipality reserve the right to appoint one or more service providers.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017).

Further requirements for sealing, addressing, delivery, opening, and assessment of bids are stated in the Tender Document.

Further requirements for sealing, addressing, delivery, opening, and assessment of documents are stated in the supplier's registration document.

LULAMILE MAPHOLOBA

**Municipal Manager
Clyde Street
KNYSNA
6570**