

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- Valid BBEE certificate with SANAS logo and verified by agencies accredited by SANAS / Commissioned SWORN Affidavit
- MBD 4, 8 & 9 -

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

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- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or.
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.
Copy of a marriage certificate if Municipal account in under your spouse.
- Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head. (Example is provided in the Tender document)

80/20 Preference Point System will be used on the following project and functionality will be considered. UMzimkhulu Local Municipal SCM policy will apply.

Second Phase

Second Phase of Evaluation has two stages(A and B) in order to advance to stage B you must first qualify for stage A which is functionality and stage B is presentations

Evaluation Criteria

Evaluation criteria minimum threshold 25 Points or 50%

Criteria	Basis for points allocation	Max. Points	Verification Method
Relevant Experience Number of projects completed. The company must have supplied at least 5 Electronic Document Management systems in the last 10 years; for each project attach reference letter	5 and above projects completed	20	Attach Referral letters for experience with contact references for verification.
	3-4 projects completed	10	
Methodology sets out the manner in which the bidder will carry out	Clear methodology with concise work breakdown	10	Project methodology Maximum of 2 pages

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the work. clear timeframes for completion of the project, clear project budget aligned to the tasks and activities as per implementation requirements	structure, timeframe within 4 months, clear project budget aligned to the tasks and activities.		
	Partially touched in all aspects with time frame of more than 4 months	5	
Expertise: degree or diploma in software development with 5 years' experience and degree or diploma in IT: Business application or project management with 5 years' work experiences	5 working experience and above	20	Attach CV with certified copies of certificates (NB both personnel/qualifications are required)
	3-4 years working experience	10	

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 50% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive

STAGE 2. B- PRESENTATION

Score allocation

1 =fair functionality

2 =good functionality

3 =excellent functionality

CORE FUNCTIONALITIES maximum 54 points

No.	Functionality demonstration	Scores (1-3)
1	File Plan Management	
2	Document search / retrieval	
3	Retention & Disposal	
4	Audit Trail	
5	Document Security Functionality	
6	Metadata	
7	Document filing	
8	Document classification	
9	Archiving	

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10	Access control	
11	Backup and recovery	
12	Authenticity	
13	Web based system (Website Management)	
14	Electronic digital signatures	
15	Document Check-in/Check out	
16	Compliance with legislation	
17	Perform records/document sharing platform	
18	System integration as per Mscoa	
	Total score	
	Maximum points=54	

Service provide must at least score minimum of 27 points on the stage2 B of the evaluation to qualify to next stage.

120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Miss N. Mabuntana
Telephone : (039) 259 5042
Fax No : (039) 259 0427
Email Address : mabuntanan@umzimkhululm.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi
Telephone : (039) 259 5034
Fax No. : (039) 259 0427
Email Address : basio@umzimkhululm.gov.za

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Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h: 00, 10th of December 2021** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation provided by the municipality.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. UMzimkhulu Municipality Supply Chain Management policy will apply.

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Z. S. SIKHOSANA
MUNICIPAL MANAGER