

EMAKHAZENI LOCAL MUNICIPALITY



PROVISION OF DATA MANAGEMENT SOLUTIONS AND DATA VERIFICATION SYSTEM FOR A PERIOD OF 3 YEARS

ELM 23-24/05/02

EMPLOYER

EMAKHAZENI LOCAL MUNICIPALITY
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**PROVISION OF DATA MANAGEMENT SOLUTIONS AND DATA VERIFICATION
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T1.1 TENDER NOTICE AND INVITATION TO TENDER

Bid documents will be obtainable on payment of cash non-refundable document fee of **R1000.00** per document from the offices of the Emakhazeni Local Municipality, 25 Scheepers Street, Belfast during office hours from 07H45 to 12h30 and 13h00 to 15h00 weekdays, or EFT payment made into the following bank account: **FNB Current Account Number 62028195510 Branch Code 270351, Tender Reference number (Project Number and Company Name)**, the document can only be obtained from our municipal offices at 25 Scheepers Street, Belfast.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **Project No; and Description**; and be deposited in the Tender Box, Ground Floor, Emakhazeni Local Municipality, 25 Scheepers Street, Belfast, Mpumalanga. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Project number	Description	Availability of Tender document	Closing Date	Function ality %	Contact person
ELM 23-24/05/02	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF DATA MANAGEMENT SOLUTIONS AND DATA VERIFICATION SYSTEM FOR A PERIOD OF 3 YEARS	Monday, the 20th of May 2024	Friday the 14th of June 2024 at 12h00	70%	Procurement enquiries: Madiope J at 013 253 7601 joas.madiope@emakhazeni.gov.za Technical enquiries: Sibusiso Gwebu at 013 253 7600 sibusiso.gwebu@emakhazeni.gov.za

Tenders will be evaluated in terms of the Supply Chain Management policy of the Emakhazeni Local Municipality aligned to preferential procurement policy framework (PPPFA) (Act 5 of 2000). The method for evaluation of service providers is based on functionality, price and preferential (80/20 preference). Company Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. Service providers must be registered at central supplier database (CSD). Service provider must also ensure that their BBBEE certificate or sworn affidavit is still valid as they will have a big impact during evaluation processes.

NOTE TO BIDDERS ON BID CONDITIONS:

- The Supply Chain Management Policy of Emakhazeni Local Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- Bids that are submitted late, incomplete, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation;
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Bids submitted are to be valid for a period of 90 days;

**MR. J.W. SHABANGU
MUNICIPAL MANAGER
EMAKHAZENI LOCAL MUNICIPALITY**



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Evaluation of Tenders

The Municipal SCM Policy & National Treasure Guidelines will be used for evaluation of prospective service providers as per the approved scoring system by the specification committee. The 80/20 point system shall be used for Evaluation of tender documents in terms of Preferential Procurement Point Framework Act.

Received Responsive bids will be evaluated based on the following criteria:

Stage 1 – Completeness & Functionality

Stage 2 – Price and Specific goals Points

FUNCTIONALITY POINTS:

		MAXIMUM POINTS
(a) EXPERIENCE Service provider must provide copies of appointment letters on similar projects involved in the past 5 years:		
5 and above references	40	40
3-4 references	30	
1-2 references	15	
0 references	0	
(b) EXPERTIES OF PERSONNEL INVOLVED IN PROJECT Professionals CVs and certified copies of certificates Degree with Financial Management or Accounting or Accounting Sciences major, Honours/CTA and confirmation of SAICA membership X 2 professionals (15 points each) Degree - with Mathematics and Statistics Major and proof of membership with Institute for Practicing Statisticians (ICSSA) X 1 professional Technical personnel: Degree in Business Systems X 1 Diploma in Information Systems X 1	30 10 10 5	55
(c) PROPOSAL Clearly illustrated methodology with time frames, inclusive of GANTT chart, indication how the project will be implemented.	5	5
TOTAL		100

NB: To enable to claim the above-mentioned points proof of all the points to be claimed must be submitted.

- 1. The minimum qualifying score for functionality is 70% .**
- 2. Bidders who scored 70% and more on functionality will qualify for further evaluation.**
- 3. Bidders who scored less than 70% will be disqualified.**



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PREFERENTIAL POINTS ALLOCATION

80 – POINTS (FOR PRICE):

DESCRIPTION	ALLOCATED POINTS
Price Competitiveness	80

20 – POINTS (FOR SPECIFIC GOALS):

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification
2,5 points for 100% black person or people owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% woman or women shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% youth shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% people living with disability shareholding or owned enterprise.		CSD Report
2,5 points for enterprise regarded as EMEs located within the local area of jurisdiction;		B-BBEE Sworn Affidavit and Municipal rates from ELM, together with proof of residence
5 points for Corporate Social Investment (CSI) or Social Labour Plan proposition;		Corporate Social Investment (CSI) or Social Labour Plan
2,5 points for valid B-BBEE level 1 contribution		B-BBEE Certificate or equivalent