



TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050			
2.	Tender Documents			
	Tendering Procedures Tender notice and invitation to tender Tender data Returnable Documents List of Returnable Documents The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data Pricing Data Pricing Instruction Bill of Quantities Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy			
3.	Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.			
4	Communication. The Employer's Representative is; <table><tr><td> <u>Accounting Officer;</u> MM SKOSANA P. O. Box 437 Middelburg 1050. Tel : 013 249 2006 </td><td> <u>Procurement Eng.</u> MR SI MASILELA P.O. Box 437 Middelburg 1050 013 249 2104 </td><td> <u>Technical Enquiries.</u> Mr SS LINKS P.O. Box 437 Middelburg 1050 Tel : 013 249 2161 </td></tr></table>	<u>Accounting Officer;</u> MM SKOSANA P. O. Box 437 Middelburg 1050. Tel : 013 249 2006	<u>Procurement Eng.</u> MR SI MASILELA P.O. Box 437 Middelburg 1050 013 249 2104	<u>Technical Enquiries.</u> Mr SS LINKS P.O. Box 437 Middelburg 1050 Tel : 013 249 2161
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4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.			



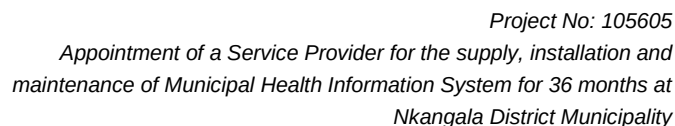
5	Eligibility All tenderers who meets the requirements of the evaluation criteria on the company experience and the GIS specialist must be registered with South African Geomatics Council (SAGC)
6	The Employer's right to accept or reject any tender offer The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.
7	Tenderer Obligations 7.1 The Council retains the right to call for any additional information that it may deem necessary 7.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss 7.3 If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract. 7.4 At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,
8	Professional Indemnity Insurance The employer shall not award a contract to any tenderer that does not hold valid Professional Indemnity Insurance of R50 000.00 for each and every claim.
9	Compensation of tendering The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
10	Check documents The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.



11	Confidentiality and Copyright of Documents. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation. In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by NDM or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.
12	Clarification Meeting No clarification meeting will be held
13	Submitting tender offer: 13.1 No Tender document will be considered unless submitted on Council's Official Tender Document 13.2 Return all the returnable documents to the employer after completing them. 13.3 Tenders must be deposited in the tender box clearly marked: Project No: 105605 APPOINTMENT AS SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF MUNICIPAL HEALTH INFORMATION SYSTEM FOR 36 MONTHS AT NKANGALA DISTRICT MUNICIPALITY Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered 13.4 All tender received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time. 13.5 Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered
14	Closing Time: 14.1 The time and location for opening of the Tender offers are: Closing Time: 12:00 Closing Date: 09 June 2023 Location: Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050



14.2	Tenders will be opened in public at the same time. After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NDM.				
15	Pricing the tender State the rates and prices in Rand				
16	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document				
17	Alternative tender offer. No alternative tender offers will be considered or accepted Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.				
18	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.				
19	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.				
20	Tender evaluation points The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for: (a) Price; and (b) Specific goals. The maximum points for this bid are allocated as follows: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td></td><td style="text-align: center;">POINTS</td></tr> <tr> <td>PRICE</td><td style="text-align: center;">80</td></tr> </table>		POINTS	PRICE	80
	POINTS				
PRICE	80				

9



	Computer Science or Computer engineering or IT related diploma [tertiary qualification in IT field] NQF 6	No	10	
	Below NQF6 qualification Computer Science or Computer engineering or IT related diploma	Yes	0	
			15	
			Elimination Factor	
Years of experience after qualification (Note 3)	1-2	No	1	
	3-4	No	3	
	5-6	No	4	
	upwards	No	5	
Involvement in comparable projects: Project Leader (Municipal Health information systems or related information system)	1-2	No	1	
	3-4	No	3	
	5-6	No	4	
	7 upwards	No	5	
Sub-total			10	
			Elimination Factor	
Current Employment (Note 5)	Full time employed by the contractor/Service Company	No	10	
Sub-total			10	
Total			35	

Technical Expertise.....(Maximum Points obtainable 35)

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Degree (NQF level 7) in GIS (Geographic Information system) specialising in programming	No	15	



Academic Qualifications (Note 1)	Diploma (NQF level 6) in GIS (Geographic Information system) specialising in programming	No	10	
	Below NQF level 6 on GIS (Geographic Information system) specialising in programming	Yes	0	
	Proof of Professional registration SAGC	No	5	
	Candidate GIS professional council	Yes	0	
			20	
		Elimination Factor		
Years of experience after qualification (Note 3)	1-2	No	1	
	3-4	No	3	
	5-4	No	4	
	6 upwards	No	5	
Involvement in comparable projects: Project Leader (Municipal Health information systems or related information system)	1-2	No	2	
	3-4	No	3	
	4-5	No	4	
	6 upwards	No	5	
Sub-total			10	
		Elimination Factor		
Current Employment (Note 5)	Full time employed by the contractor/Service Company	No	5	
Sub-total			5	
Total			35	

Physical and other resources : **(Maximum Points obtainable 15)**

Address of Physical and other Resources:



Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points claimed	Points Claimed
		No			
Company Main Office (A company must have at least one main office [a letter from the bidder confirming the availability of the facility with proof of occupation/ lease agreements whichever is applicable])	Own Office (Proof of Residence in the company name or that of its Directors)	No	15		
	Leased Premises (A valid lease agreement)	No	10		
Sub-total			15		

Company Experience: [Maximum 15]

Evaluation Criteria	Minimum Required		Elimination Factor	Points obtainable	Points Claimed
Involvement in comparable projects: Service Provider (Note 2)	Appointment letters or Acknowledgement letter or certification of completion for previous and current projects implemented by the service provider	0	Yes	0	
		1-2	No	10	
		3-4		12	
		5 upwards		15	
Sub-total				15	
Total				15	



Note 1: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body.

Note 2: Company Experience

Proof of company's involvement in similar projects in form of appointment or acknowledgement letters of previous and current projects implemented by the service provider with contactable references.

Note 3: Experience after qualification

A minimum of 1 year post qualification experience is required for the team leader. More than 05 years post qualification experience is **not** an eliminating factor but carries more points.

Note 4: Employment History (Involvement in comparable company/project leader projects)

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

Note 5: Current Employment

Confirmation of current employment in the form of letter from Supervisor must be attached. In the event a Project Director/Leader is his/her own Supervisor, a letter confirming same must still be attached. The proposed Project Director/Leader shall be a Senior Employee, an Associate, the Director, or a Shareholder and or in the direct employment as a Contractor of the service firm.

21.3
21.3.1

Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- Pages to be completed, removed from the Tender document, and have therefore not



	been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil. ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.
21.3.2	Size of enterprise and current workload ▪ Evaluation of the Tenderer’s position in terms of: ▪ Capacity to execute the contract
21.3.3	Staffing profile Evaluation of the Tenderer’s position in terms of: ▪ Staff available for this contract being Tendered for ▪ Qualifications and experience of key staff to be utilised on this contract.
21.3.4	Proposed Key Personnel In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV’s) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers. Each CV should give at least the following: ○ Position in the firm and within the organisation of this assignment ○ PDI status (describing population group, gender and disabilities) ○ Educational qualifications ○ Professional Registrations ○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest. ○ Language proficiency and ○ References (company name, individual name, position held, contact details)



21.3.7	Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services Financial ability to execute the contract: Evaluation of the Tenderer's financial ability to execute the contract will not be considered.
21.3.8	Good standing with SA Revenue Services ▪ The Tenderer must affix a valid Tax Compliance status and/or pin.
21.3.9	If the Tender does not meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
21.3.10	Penalties The Nkangala District Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed: ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years
22	Proposals 22.1 Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (excluding appendices) 22.2 The Consultant, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The Consultant shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The Consultant shall make a clear distinction between resources required, time allocation and costs for the project. The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.
23	The additional conditions of Tender are:



	1. Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 2. The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.
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