



NKANDLA MUNICIPALITY – KZ286

Postal Address:
Private Bag x 161
NKANDLA
3855

Physical Address:
Lot 292, Maree Road, Nkandla
3855

Tel : 035-833 2000
Web: www.nkandla.gov.za
Email: Lethiwe.Mtshali@nkandla.gov.za

Ref: 8/1/3/1

CALL FOR PROPOSALS AND INVITATION TO BID

SUPPLY AND DELIVERY OF 20 LAPTOPS

BID NO: NKA/COR01/2024/25

Nkandla Municipality is hereby inviting proposals from the suitable service providers to supply and deliver 20 Laptops for municipal employees.

DELIVERABLE/SCOPE

Description	Quantity
Latitude 7440 14-inch FHD Laptop-Intel Core i7-1355U 512GB SSD 16GB RAM WIN 11 Pro.	20

SUBMISSIONS

Duly completed proposals sealed in an envelopes, endorsed with tender number and Project Name are to be deposited in the Tender Box at the Municipal Offices, Lot 292 Maree Road, Nkandla, by no later than **Wednesday at 11h00 on the 18 September 2024 (closing date)**, where they will be opened in public.

SUPPORTING DOCUMENTS AND CONDITIONS

Nkandla Municipality's SCM policy will apply. Bidders are required to submit mandatory documents as per the details below and fully completed MBD forms (1, 4, 6.1, 8, and 9 available on www.nkandla.gov.za) where bidders will be required to provide them to proceed to next stage of evaluation. The Council reserves the right to negotiate further conditions and requirements with the successful bidder and reserve the right not to appoint. Proposals that are late, incomplete, unsigned, faxed or e-mailed will not be accepted or considered. The municipality will accept no responsibility for the late delivery of bids by courier services or any other forms of mailing. The Nkandla Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid. Proposals shall remain valid for 90 days from the closing date (18 September 2024). The bidders who are restricted in doing business with the state and who are in a default register are prohibited. The bidders whose tax matter are not in order will be disqualified.

EVALUATION CRITERIA

Nkandla Local Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The 80/20 preference points system will be applicable during the evaluation and adjudication of this bid. The amended PPPFA regulation 2022 will be used.

STAGE 1: COMPLIANCE TO MANDATORY

Failure to comply / satisfy all the mandatory requirements below will result in disqualification of the bid. Proof must be provided.

- A Valid Quotation,
- Valid SARS Tax Compliance Status Pin Issue Certificate,
- Company registration documents,
- Certified Director's ID copies,
- Proof of registration to the National Treasury Central Database
- Fully completed MBD 1, MBD 4, MBD 6.1, MBD 8 and MBD 9,
- Company and director's municipal rates (should not be in arrears for more than 3 months).

Failure to comply with all the mandatory information as requested above will result the proposal deemed nonresponsive.

STAGE 2 : FUNCTIONALITY

Proposals will be subject to a prequalification in terms of functionality, thus:

Functionality, 100 points (Minimum threshold of 70 points) being 60 points for Experience & 40 points for capacity.

Description	Score
Experience 60	
Experience: five or more Original or Certified copies of official orders/award/appointment letters for supply and delivery (related goods/services) in the last five years.	60
Experience: 3 – 4 Original or Certified copies of official orders/award/appointment letters for supply and delivery (related goods/services) in the last five years	40
Experience: 2 Original or Certified copies of official orders/award/appointment letters for supply and delivery (related goods/services) in the last five years	20
Experience: 1 Original or Certified copies of official orders/award/appointment letters for supply and delivery (related goods/services) in last five years	10
Capacity 40	
Turn – around time in days for delivery after receiving an appointment letter/official order. Bidders to submit a reference letter from the recent clients they supplied to.	
Within 15 - 20 days	
Within 21 – 30 days	40
Within 31 – 40 days	30
TOTAL	20
	100

Only bidders who pass the second stage with the minimum threshold will be evaluated further to the last stage.

STAGE 3 : PREFERENTIAL POINT SYSTEM


Preferential Points System (80/20); 80 for Price and 20 for specific goals. Only bidders who pass the second stage with a minimum of 70 points will then be evaluated further in the third stage.

Specific Goals 2: RDP Goals (maximum points 20)

The specific goals allocated in terms of this tender	Number of points allocated	Verification document(s)
Promotion of Business falls under the South African enterprise	15	Certified copy of B-BBE Certificate/sworn Affidavit
Promotion of Business located within KZN (Other 0)	5	CSD

BID ENQUIRIES

SCM Enquiries	Ms LN Mtshali	035 833 2040	Lethiwe.Mtshali@nkandla.gov.za
Technical Enquiries	Ms S.N Mahaye	035 833 2034	Siphesihle.Mahaye@nkandla.gov.za


MS. NP. DLAMINI
Municipal Manager
30/08/2024

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
RDP Goals		
Promotion of business that falls under the South African Enterprise	15	
Promotion of Business located within KZN	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
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