

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 19/02/2024.  
KZN435/23/24/013/CORP

### INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
PROCUREMENT OF ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (36 months contract)	ULM-CORP 007/24	27/02/2024 @10h:00 am

Tender documents will be available on the municipal website ([www.umzimkhulum.gov.za](http://www.umzimkhulum.gov.za)) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 21<sup>st</sup> of February 2024; cut-off time for buying documents is the 27<sup>th</sup> of February 2024, 15 minutes before the briefing time.

A non-compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building, 247 Main Street, uMzimkhulu 3297.

Invalid or non-submission of the following documents will render the Tenderer disqualified; Specific Goals points will not be allocated if the required documents are not submitted / invalid.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- MBD 4.8, 6.1 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company and for 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.

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- 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, functionality will be considered and uMzimkhulu Local Municipal SCM policy.**

### Second Phase of Evaluation:

**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**

#### Stages A

#### Second Phase of Evaluation

#### Evaluation Criteria

#### Functionality

**Evaluation minimum threshold is 50% or 25 points.**

Criteria	Basis for points allocation	Max. Points	Verification Method
<b>Relevant Experience</b> 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. <b>20 Points</b>	<b>20</b>	Attach Referral letters for experience with contact references for verification.
	3-4 projects completed. <b>10 Points</b>		
<b>Methodology</b> sets out the manner in which the bidder will carry out the work. clear timeframes for completion of the project, clear project budget aligned to the tasks and activities as per implementation requirements.	Clear methodology with concise work breakdown structure, timeframe within 4 months, clear project budget aligned to the tasks and activities. <b>10 Points</b>	<b>10</b>	Project methodology Maximum of 2 pages

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	Partially touched in all aspects with time frame of more than 4 months <b>5 Points</b>		
<b>Expertise:</b> 1. Qualification and experience of Software Developer: Degree or Diploma in IT	Qualification with 5 working experience and above. <b>10 Points</b>	<b>10</b>	Attach detailed CV with certified copies of certificates. (NB both personnel/qualifications are required)
	Qualification with 3-4 years working experience. <b>5 Points</b>		
2. Qualification and experience of Project Manager: Degree or Diploma in project management or equivalent	Qualification with 5 working experience and above. <b>10 Points</b>	<b>10</b>	
	Qualification with 3-4 years working experience. <b>5 Points</b>		

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.

**NB:** on Expertise segment both personnel/qualifications are required.

### STAGE. B- PRESENTATION

**CORE FUNCTIONALITIES** Total points to be scored 19.

No.	Functionality demonstration	Yes/No
1	File Plan Management	
2	Document search / retrieval	
3	Retention & Disposal	
4	Audit Trail	
5	Document Security Functionality	
6	Metadata	

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7	Document filing	
8	Document classification	
9	Archiving	
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	
19	Document Tracking	
	Total score	

**Service provide must score total 19 points on the stage B of the evaluation to qualify to next stage.**

The 80/20 scoring will apply;

80 Price  
20 Specific goals

### SPECIFIC GOALS

**The specific goals allocated points in terms of this tender**

Number  
of points  
allocated  
(80/20  
system)

Verification documents



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Specific goals 2: RDP Goals		
Companies that are 100% owned by south African citizen. <b>100% Points allocation =20 points</b>	<b>Max. Points  20</b>	CIPC registration Certificate (Companies and Intellectual Property Commission)  Or  Detailed CSD report verification on CSD portal by the Municipality)  Or  Certified Copy RSA Identity document of the director(s)
Companies that are 50% owned by South African citizen. <b>50% Points Allocation = 10 Points</b>		
Companies that are less than 50% owned by South African citizen. <b>25% Points Allocation = 5 Points</b>		
<b>TOTAL / MAXIMUM POINTS</b>	<b>20</b>	

**120 days Price Validity**

### Contact Details

**All Technical enquiries shall be directed to:**

Attention : Ms N. Mabuntana  
Telephone : (039) 259 5042  
Email Address : [mabuntanan@umzimkhulum.gov.za](mailto:mabuntanan@umzimkhulum.gov.za)

**All SCM compliance enquiries shall be directed to:**

Attention : Mr Z. Ngwane  
Telephone : 039 259 5220  
Email Address : [ngwanez@umzimkhulum.gov.za](mailto:ngwanez@umzimkhulum.gov.za)

### 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,

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uMzimkhulu, 3297 reception area, not later than **12h:00 pm of 22<sup>nd</sup> of March 2024**  
Telegraphic, telex, telephone, electronic, facsimile, and late tenders will not be accepted.

Tenders may only be submitted along with 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.**

.....*C. A. Ngqoyiya*.....  
**C. A. NGQOYIYA**  
**MUNICIPAL MANAGER**