

DANNHAUSER LOCAL MUNICIPALITY (KZN - 254)

KWAZULU - NATAL

8 Church Street
Private bag X1011
Dannhauser
3080



Telephone : (034) 621 2666
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INVITATION TO TENDER TENDER NO: 17/09/2022

DESCRIPTION: APPOINTMENT OF PANEL OF ICT MANAGEMENT SUPPORT SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS.

Bids are hereby invited from experienced service providers for **APPOINTMENT OF PANEL OF ICT MANAGEMENT SUPPORT SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS**

A NON-REFUNDABLE BID document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – **FNB**, Account Holder - **Dannhauser Municipality**, Account No. **62369194106**, Branch code - **270324** and Account type – **Cheque** and documents will be available from **19/09/2022**.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

In terms of section 13 of the municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.

Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Capacity to undertake work within stipulated time frame
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months
- One (1) IT Engineer must be on site once a week for a full day (7 hours per day);
- Remote Support team. Monday to Thursday: 08H00 – 17H00
- Friday: 08H00 – 15H00
- The IT Engineer will be responsible for carrying out the abovementioned scope of work on site;
- More hours and days other than those mentioned above may be requested on certain occasions should be needed
- The quotations must clearly reflect: (inclusive of VAT)
 - The hourly rate;
 - A monthly rate;
 - The total amount for the 3-year contract.
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

EVALUATION CRITERIA

| Criterion | Guidelines | Weighting | Verification |
|---|---|-----------|---|
| Written proof of reference for work done on previous or current clients of a maximum of four (4) | 4 Projects (30 points) 3 Projects (20 points) 2 Projects (15 points) 1 Project (10 points) | 30 | Bidders must attach reference letters of projects executed or currently executing |
| Proof of at least 4 Certified IT Specialist <ul style="list-style-type: none">➤ MCSE and VMWare➤ Cisco;➤ Certified installer of Krone and Molex cat6;➤ CISA, CGEIT, CRISC.➤ Project Management | 4 Specialist (20 points) 3 Specialist (15 points) 2 Specialist (10 points) 1 Specialist (5 points) | 20 | Bidders to attach CVs and certified copy of qualifications |
| A valid proof of the firm as a dealership /supplier of IT Equipment Hardware and Software | 10 points | 10 | Bidder to attach proof of registration with a dealership |
| Valid proof for the firm as a dealership /supplier of Antivirus software | 5 points | 5 | Bidder to attach proof of registration with a dealership |
| Methodology & Approach (Structure of Work Plan) as per TORs | 20 points | 20 | Attach a detailed methodology (Project Milestone & Deliverables/ Time frames) |
| Proof of having space for online backup and DRP | 10 points | 10 | Bidder to attach signed agreement for online storage |
| Total | | 100 | |

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is **80 points**.

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 17/09/2022 PANEL FOR APPOINTMENT OF PANEL OF ICT MANAGEMENT SUPPORT SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS**” and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Tenders should be received no later than **12H00** on **10 October 2022**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Any enquiries are to be directed to **MR MV Ntanzu Services**, email: mlungisin@dannhauser.gov.za at 08 Church Street or Telephonically on **034 621 2666 ext. 0703** during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

MUNICIPAL MANAGER
MR S CELE