



TENDER DATA

1.	The Employer is: Dr JS Moroka Local Municipality Private Bag X4012 Siyabuswa 0472			
2.	Tender Documents			
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>			
3.	<p>Interpretation</p> <p>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.</p>			
4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table><tr><td><p><u>Accounting Officer;</u> MM Mathebela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p></td><td><p><u>Procurement Eng.</u> AV Masilela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p></td><td><p><u>Technical Enquiries.</u> BJ Sindane Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101</p></td></tr></table>	<p><u>Accounting Officer;</u> MM Mathebela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><u>Procurement Eng.</u> AV Masilela Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><u>Technical Enquiries.</u> BJ Sindane Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101</p>
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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	<p>Eligibility</p> <p>Tenderers must meet or employ staff that meet the following criteria:</p> <ul style="list-style-type: none"> • Must have a workshop for service and repairs of specialised vehicles or an agreement with one of the companies specialising in service and maintenance of such vehicles. • Employing qualified staff with experience, appropriate certificates for work force used, i.e. academic qualifications, trade test certificates, previous experience, etc. • Meet the requirements of the evaluation criteria as set on 21.2 below.
6	<p>The Employer's right to accept or reject any tender offer</p> <p>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 Dr JS Moroka Local Municipality.</p>
7	<p>Tenderer Obligations</p> <p>7.1 The Council retains the right to call for any additional information that it may deem necessary</p> <p>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:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss <p>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.</p> <p>7.4 At the request of the Municipal Manager or her/his authorised representative from furnishing her/his 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,</p>



8	<p>Professional Indemnity Insurance</p> <p>The employer shall not award a contract to any tenderer that does not hold valid Professional Indemnity Insurance of R1 000 000.00.</p>
9	<p>Compensation of tendering</p> <p>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.</p>
10	<p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
11	<p>Confidentiality and Copyright of Documents.</p> <p>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.</p>
12	<p>Clarification Meeting</p> <p>Compulsory clarification meeting will be held, non-compulsory inspections can be arranged with the end-user department per appointment and based on their availability.</p>
13	<p>Submitting tender offer:</p> <p>13.1 No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>13.2 Return all the returnable documents to the employer after completing them.</p> <p>13.3 Tenders must be deposited in the tender box clearly marked: CONTRACT NO: JSM/ICT – 02/11W00-2022.APPOINTMENT OF PANEL OF 3 IT SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF ICT EQUIPMENTS, SOFTWARES AND ICT RELATED EQUIPMENTS AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS.</p> <p>Location of tender Box: Main Entrance Reception Physical Address: DR JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa 0472.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.</p>



13.4	All tender received by the DR JS Moroka Local 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: 11:00 Closing Date: 31st March 2023 Location: Dr JS Moroka Local Municipality 2601/3 Bongimfundo Street Siyabuswa 0472
14.2	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 DRJSMLM.
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



	<p>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.</p>								
20	<p>Tender evaluation points</p> <p>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.</p> <p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none">(a) Price; and(b) B-BBEE Status Level of Contribution / Specific Goals Based on IDP. <p>The maximum points for this bid are allocated as follows:</p> <table><tr><th></th><th>POINTS</th></tr><tr><td>Price</td><td>80</td></tr><tr><td>Specific goals as listed below</td><td>20</td></tr><tr><td>Total points</td><td>100</td></tr></table> <p>The specific goals based on the IDP for Dr JS Moroka Local Municipality are as per the following</p> <ul style="list-style-type: none">a) Empowerment of women.b) Empowerment of youth.c) Empowerment of previously disadvantaged through Race.d) BBBEE status level of contribution.e) Empowerment of business established in the municipal jurisdiction. <p>For this tender , specific goals shall be awarded as follows :</p> <ul style="list-style-type: none">a) Empowerment of previously disadvantaged through Race (5 points).b) Empowerment of youth (5 points).c) BBBEE status level of contribution (10 points).		POINTS	Price	80	Specific goals as listed below	20	Total points	100
	POINTS								
Price	80								
Specific goals as listed below	20								
Total points	100								
21	<p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the DRJSMLM.</p>								



21.1 **The following steps will be followed in evaluation.**

1. Determination of whether or not tender offers are complete.
2. Determination of whether or not tender offers are responsive.
3. Determination of the reasonableness of tender offers.
4. Confirmation of the eligibility of preferential points claimed by tenderers.
5. Determination of expertise and experience of tenderers.
6. Awarding of points for financial offer.
7. Ranking of tenderers according to the total points
8. Performance of risk analysis by checking the credit record of the tenderers

21.2 **Evaluation Criteria**

The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved for DR JS MOROKA LOCAL MUNICIPALITY (DRJSMLM) projects or other clients. Reference of clients other than DRJSMLM **MUST** be provided.

The Bidders responsiveness in relation to points is therefore summarized as follows:

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Personnel	35
Physical Address of the workshop / premises and experience of firm	25
Accreditations and or Partnership Certificates	20
Project Plan and Management of the Project	20
Grand -Total	<u>100</u>

A firm must obtain a minimum of 60 points out of the 100 points above to be considered for price and BBB-EE evaluation/ The functionality points shall be distributed as follows below:

Project Manager / Team Leader : (Maximum Points obtainable 35)

Name of Project Director/Leader.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	National Diploma or IT Certificate in Information and Communication Technology or Equivalent & Formal IT Qualification.	Yes	10	
Sub- total			10	



			Elimination Factor		
Years of experience after qualification (Note 2)	<1-2		Yes	2	
	<2-3		No	3	
	<3-4		No	5	
	<4 upwards		No	10	
Involvement in similar projects: Project Leader (Note 3)	<2-3		Yes	2	
	<3-4		No	3	
	<4-5		No	5	
	<5 upwards		No	10	
Sub-total				20	
			Elimination Factor		
Current Employment (Note 4)	Full time employed by the Company		Yes	5	
Sub-total				5	
Total				35	

Physical Workshop / Premises and Company Experience (Maximum Points obtainable 25)

Address of Physical and other Resources [Physical address of workshop / premises] :

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Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable (Own)	Points obtained (lease)	Points Claimed
Availability of a warehouse and/or franchise for distribution /retail outlet (shop) where	A company must have at least one registered service workshop / premises on their name where all ICT Equipments (Stock) will be	Yes	5	2.5	



minimum stocks are kept [Service workshop/ premises] (Note 5)	kept or stored for servicing and assessments prior shipping.					
Sub-total			5	2.5		

Company Experience

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Company experience in comparable projects (Supply and Delivery of ICT Equipments). (Note 6)	Appointment or Reference Letters. Purchase Orders / Invoices. 2x Appointment Letters = 6 points . 2x Reference Letters = 2 points 2x Purchase Orders = 2 points	Yes	10	
The years' experience accumulated in the supply and delivery of ICT Equipments) (Note 7)	4-8years Experience accumulated in the supply and delivery of ICT Equipments.	Yes	10	
Sub-Subtotal			20	
Grand - Total			25	



Accreditation Letters / Partnership Certificates from Hardware Manufactures or Distributors.

(Maximum points obtained 20)

Accreditation Letters / Partnership Certificates from :

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Any Hardware Manufactures Accreditation Letters and or / Partnership Certificates. (Note 8)	Accreditation Letters and or Partnership certificates with hardware manufactures and or distributors for the supply and delivery of ICT Equipments 1x Letter = 5 points 2x Letters = 10 points 3x Letters = 15 points 4x Letters = 20 points	Yes	20	
Sub-total			20	
Total			20	

Detailed Project Plan and Company's Profile.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Project Plan and Company's Profile. (Noted 9)	Submit and attach a detailed Project Plan and the Company's Profile	Yes	20	
Sub-total			20	
Total			20	



Note 1: Academic Qualifications

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

Note 2 : Experience after Qualification

A minimum qualification and experience are required for the team leader as per the above.

Note 3: Involvement in similar projects by the Project Manager / Team Leader

Proof of involvement in similar projects by the Project Manager / Leader 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 4: Current Employment

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

Note 5 : Availability company's workshop / premises

A proof of company's workshop / premises must be attached in a form of municipal water and lights account which displays the company's address , in a case a company leases an office for their operations a lease agreement should be attached. This is to confirm that the company does have a workshop / premises where ICT Equipments would be kept for assessments prior shipping of the ICT Equipments to the Municipality.

Note 6 : Company Experience in comparable projects

A proof of company's experience in comparable projects must be attached in a form of appointment letters , reference / recommendation letters , purchase orders and invoices.

Note 7 : The years of experience accumulated in the Supply and Delivery of ICT Equipments

Appointment letters must be attached in order to claim the allocated points in case a company has an experience of 4 years and above in the Supply and Delivery of ICT Equipments.

Note 8 : Accreditation Letters / Partnership Certificates

A proof of accreditation letters with ICT hardware manufactures must be attached and or partnership certificates with distributors must be attached in order to claim points.



Note 9 : Project Plan and Company's Profile

A detailed project plan (3 pages) must be attached which should outline how the project will be managed in terms of the turnaround times for RFQ (ETA's) , PO's , responding to faults and queries on the ICT Equipments supplied. A company's profile must also be attached to claim the allocated points.

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

- Copies of Tax Clearance Certificates. (**Only valid tax clearance certificates** must be attached to the Tender document).
- 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.
- If any tender document is tempered with or it is unbundled or unbundled.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- 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.
- Failure to attend compulsory briefing meeting
- 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 30 days.
- 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:
- Previous and expected current annual turnover
- Current contractual obligations
- 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)

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

21.3.7 **Financial ability to execute the contract:**

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- Professional indemnity
- Attach credit score from the bank



21.3.8	<p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> Determine whether an original valid tax clearance certificate has been submitted. The Tenderer must affix a valid Tax Clearance Certificate
21.3.9	<p>If the Tender does not meet the requirements contained in the DRJSMLM 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.</p>
21.3.10	<p>Penalties</p> <p>The Dr JS Moroka Local 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 Administrator, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> 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 Dr JS Moroka Local Municipality for a period of 5 years
22	<p>Proposals</p>
22.1	<p>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)</p>
22.2	<p>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.</p> <p>The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.</p>
23	<p>The additional conditions of Tender are:</p> <ol style="list-style-type: none"> Dr JS Moroka Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. The Dr JS Moroka Local 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.



CONTRACT NO: JSM/ICT – 02/11W00-2022
APPOINTMENT OF PANEL OF 3 IT SERVICE PROVIDERS FOR THE
SUPPLY AND DELIVERY OF ICT EQUIPMENTS, SOFTWARES AND
ICT RELATED EQUIPMENTS AS AND WHEN REQUIRED FOR A
PERIOD OF THIRTY-SIX [36] MONTHS (3 YEARS)