

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhululm.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 03/06/2021.
KZN435/20/21/ 006/MM/IA

RE-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 AUDIT, RISK & COMPLIANCE SYSTEM (3 YEAR CONTRACT)	ULM-MM-IA 001/20	14/06/2021 @ 10 am

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za)/ will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R200 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 08th of June 2021; cut-off time for buying documents is the 14th of June 2021, 15 minutes before the briefing time

Briefing meeting (Non-compulsory) is scheduled to take place at uMzimkhulu Municipality Makhosini Boardroom, 247 Mzimkhulu Mlonyana Street, uMzimkhulu 3297.

Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS / Commissioned SWORN Affidavit
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of 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 is 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).

Evaluation Criteria

Criteria for Functionality

Minimum threshold (60% or 48 Points)

Criteria	Basis for points allocation	Max. Points	Verification Method
Relevant Experience Number of similar projects completed. The company must have supplied at least 3 Risk, compliance and internal Audit systems in the last 10 years; for each.	No. of projects completed 5 and above	20	Attach appointment letters and reference letter or purchase orders and reference letter.
	No. of projects completed 4	15	
	No. of projects completed 3	10	
Methodology 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 30 days clear project budget aligned to the tasks and activities.	10	Project methodology
	Partially touched in all aspects with time frame of more than 30 days	5	
Core Functionalities: • Risk Management • Compliance Management • Internal Audit Management	All core functions	10	Attach screen captures clearly indicating functionalities.

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Expertise The criteria that are to be used is as follows: Team leader: degree in Internal auditing or Risk management and must be registered with IIA/IRMSA with 5 years' work experiences	5 years working experience and above	20	Attach CV with certified copies of certificates
	4 years working experience	15	
	3 years working experience	10	
Supporting staff: degree or diploma in software development with 5 years' experience and degree or diploma in IT: Business application with 5 years' work experiences	5 working experience and above	20	Attach CV with certified copies of certificates
	4 years working experience	15	
	3 years working experience	10	

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 60% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

NB: on Core Functionalities segment service providers are compulsory to score full points 100%

Validity Period: 120 days

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr L Mthobeni
Telephone : (039) 259 5070
Fax No : (039) 259 0427
Email Address : mthobenil@umzimkhulum.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi
Telephone : (039) 259 5034
Fax No. : (039) 259 0427

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Email Address : basio@umzimkhululm.gov.za

Closing date

Bid documents in a sealed envelope clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 09th July 2021** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Tenders may only be submitted on 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.

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Z. S. SIKHOSANA
MUNICIPAL MANAGER