



TENDER NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

BID NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
ELM/3/09/2026T	SUPPLY AND DELIVERY OF ICT SERVER(S)	01 SEPTEMBER 2026	16 SEPTEMBER 2026 @12H00

Bid documents will be available from the **03 September 2026** on the Emalahleni Local Municipality Municipal Website: www.emalahlenilm.gov.za and **E-TENDER PORTAL**.

Project enquiries shall be directed to **Ms. T Bontiya 060 416 3503 / at bontiyat@emalahlenilm.gov.za** during normal office hours (08h00-16h30) and all bidding enquiries shall be directed to **Mr. N Stemela on 078 112 8036/ at stemelan@emalahlenilm.gov.za** during normal office hours (08h00-16h30).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public.

BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.

EVALUATION CRITERIA	POINTS ALLOCATION
Pricing	80
Specific Goals	20
TOTAL	100

SPECIFIC GOALS

CATEGORY	VERIFICATION METHOD	Weighting
Women Ownership	CSD report	10
Youth Ownership	CSD report	10
TOTAL POINTS		20

FUNCTIONALITY: 100 points, Minimum qualifying points will be 70 for further evaluation

POINTS CATERGORY	DESCRIPTION	POINTS
EXPERIENCE	Service Provider needs to have a 5 years' experience in the installation and configuration of Servers. NB. Attach three (3) appointment with reference letters of similar projects, 10 points per project. (Both appointment and reference letter).	30
EXPERTISE	Project team must have an account manager responsible for the project as well as qualified technicians or engineers. Account manager: NQF level 6 Business management or related qualification such as COBIT/ITIL or Prince 2 with 3 years' experience. (10 points) 2 x Technicians: NQF level 5 IT certificate or related qualification such as Microsoft Certified Solutions Associate (MCSA)/ Microsoft Certified Solutions Expert (MCSE) or Microsoft 365 Certified: Enterprise Administrator Expert with 3 years' experience. (10 points each), total =20 points Attach CVs and certified copies of qualifications.	30

CERTIFICATION	Provide accreditation for server 40 installation/configuration. (20 points each technician/engineer), total = 40
TOTAL	100

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is **120** days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof registration of **Full Central Supplier Database**.
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- Fully Completed Tender Forms and, all returnable **MBDs** –Part of the tender document. Return all returnable documents to the employer after completing them entirely by writing legibly in non – erasable ink.
- Only the original tender document will be accepted.
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.



Ms TT MADOTYENI
MUNICIPAL MANAGER