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ELUNDINI LOCAL MUNICIPALITY REQUEST FOR PROPOSALS

The Elundini Local Municipality is requesting for proposals on of the following services:

Project Name	Bid Number	Technical Enquires Contacts	Closing Date
Website Upgrade and Maintenance	ELM-1/008/2021-2022	Ms N. Sokutu Tel. 045 932 8110 E-mail: nonkuselos@elundini.gov.za	Monday, 01 November 2021
Provision of ICT Governance and Policy Development	ELM-4/006/2021-2022	Ms A. Bantwini Tel. 045 932 8153 E-mail: athinib@elundini.gov.za	Thursday, 21 October 2021

- Elundini Local Municipality website upgrade, redesign and maintenance from the web presence phase to interactive and transactional content for a period of three (3) years.

- Re-advertisement: Elundini Local Municipality Developing, reviewing and finalization of ICT Policies for the period of two (2) months.

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the regulations pertaining thereto (2017) **PRICE AND B-BBEE:** Price 80, B-BBEE 20

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents form the SCM unit. Bidders should note that bid for **Provision of ICT Governance and Policy Development** has been cancelled, therefor all the bidders that bought the tender document are not going to pay again. The tender documents will be available from **Thursday, 30 September 2021**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference no. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za Upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

Stage 1 of Evaluation – Functionality

FUNCTIONALITY: ELM-1/008/2021-2022		FUNCTIONALITY: ELM-4/006/2021-2022	
Description	Maximum Points Allocated		Maximum Points Allocated
Company Experience	40 Points	Company Experience	30 Points
Project Leader Expertise	40 Points	Skills and Expertise	60 Points
Approach Paper	20 Points	Project Implementation Methodology	10 Points
TOTAL POINTS	100	TOTAL POINTS	100

Stage 2 Evaluation – Price and Preferential Points

STAGE 2 OF EVALUATION – PRICE & B BBEE	
PRICE	80
BBBEE POINTS	20

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids. The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za and will be also attached in the tender document.

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:
 Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager

Queries relating to the issue of these documents may be addressed to Ms H. Mduzulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER** must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Maclear, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon** on the above mentioned dates at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender data and tender documents.



KHAYALETU GASHI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Monday, 01 November 2021.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered
- (c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.

- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

Specification for Website Upgrade, redesign and maintenance for a period of three (3) years

Project Description

Request for Proposals for website upgrade and maintenance

Project Background

Communications has a responsibility to promote corporate image of the municipality. ELM requires the services of a suitable service provider to submit a proposal for ELM website upgrade redesign and maintenance from the web presence phase to interactive and transactional content for a period of three years.

Scope of work/ deliverables

1. Website Upgrade, Redesign and Maintenance

- Upgrade and maintain the current website preferably on the Joomla or Drupal framework
- Upgrade the current website of the municipality to be interactive and transactional. Incorporate the facility to link with the municipality's transactional content wherein users would be able to perform and complete transactions such as license applications, procurement, online payment for accounts, traffic fines, etc.
- Redesign the look and feel; layout and graphics; and design scheme of the website
- Maintain the website and be responsible for website latest version/software updates
- Provide technical and design layout alteration support for the duration of the contract.
- Design according to https security and change the website from org.za to .gov.za
- Hand over admin rights and details to the municipality as the sole owner of the site before contract expiry.
- Host on the server of the municipality's choice (currently the municipalities domain name is hosted by Xneelo). The service provider is NOT required to make provision for or incorporate a hosting solution for the ELM website.

2. Training & Skills Transfer

- On-site training and installation
- Train users on content management and internal update of information and pictures
- Train staff and the host link up with the IT section

3. Characteristics of the website

- Layout and design that is attractive and striking; conspicuous & colourful; modern, user friendly and trendy
- Content and files that are easy to access and locate.
- Comply with all statutory requirements of the Municipalities mandate
- Be operating System Agnostic so that the Municipality is not limited by choice of hosting service provider
- Be required to engage during the design and testing phase with the Municipalities designated representative in order to continually inform the Municipality as to the progress and discuss the proposed design.

The website should also have the following: -

- Detailed mock-ups of the website graphic and layout design and on CD's.
- Code and upload the new website to the hosting server.
- A search engine function and menu navigation system consisting infinite links
- Different pages and links within the website for other sectors such as tourism, etc.
- Design using one of the designated content management systems (CMS) to allow updating of the website
- A section for municipal internal staff only with authorisation for access.
- Web Stats and Logs

- Multi-user license – must be able to update, edit, delete and create content pages, add additional links (pages)
- Propose a schedule of and to manage User Acceptance Testing for the CMS and staff only login section.
- Custom designed template, with the Municipality's logo, branding and colouring.
- Subscriber system with the ability to compose newsletters and distribute to subscribers
- Newsroom with the ability to compose infinite news articles, press releases, etc
- Photo / Picture gallery
- Managed FAQ's section
- Business or discussion forum
- Quick links management system
- Font enlargement selection
- Library Module
- Managed tenders' module
- Managed vacancies module
- Skins Option Selection – to change the colour of the website
- User / Group Manager – to add administrators to manage sections of the website

FUNCTIONALITY

Evaluation Criteria	Description	Points Allocated
Company Experience	Company experience on projects of similar nature A total of 4 points will be allocated for each project successfully completed by the service provider to a maximum of 40 points. A service provider is required to provide a reference or appointment letter with contactable references for each project listed. <u>NB.</u> No points will be allocated for listed projects without reference or appointment letters.	40 points
Project Leader Experience	Project Leader has professional profile. Project leader profile with tertiary qualification accompanied by respective Curriculum Vitae illustrating competency for bid requirements. • Outstanding profile – 10 years and more of website development with tertiary IT education qualifications. • Extensive profile – up to 08 years or more of website development with tertiary IT education qualifications. • Reasonable profile – up to 05 years or more of website development with tertiary IT education qualifications. • Poor profile – up to 02 years of website development with tertiary IT education qualifications. <u>NB.</u> No points will be allocated for project leader experience without the CV and certified IT qualifications.	40 Points 40 30 20 10
Approach Paper		20
	The approach paper must respond to the scope of work, the nature of the contract, the required resources and outline the proposed approach /methodology including that relating to the programming and management of key processes. The approach paper as such needs to: • Outline the proposed methodology and systems which will be employed. • Articulate what value add the tenderer will provide in achieving the stated and implied objectives for the project including the secondary (developmental) objectives. The tenderer should as such explain his / her understanding of the objectives of the project, highlight the issues of importance and explain the strategic approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a high-level quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management. The approach paper will be evaluated in relation to the scope of work from the approach to delivering projects. The approach paper should not be longer than 05 pages. The scoring of the approach paper will be as follows:	

	• The approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. • The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. • The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. • Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs / outcomes.	0 5 15 20
Total		100 points

A minimum score of 70% out of total points must be scored in order to proceed to the Financial Evaluation.