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Station Street,
Taung, 8580

OFFICE OF THE MUNICIPAL MANAGER

INVITATION TO SUBMIT FORMAL WRITTEN BIDS FOR:

DESCRIPTION	BID NO	LOCAL CONTENT	DOC FEE	EVALUATION CRITERIA & CIDB GRADING	CLOSING DATE	CONTACT PERSON
Upgrading of Manthe Sports Facility (Soccer Pitch) (Re-Advert)	GTLM/INFR45/2020/2021	Steel Conveyance Pipe (80-100 %)	R 500.00	80/20 (Points Functionality) CIDB Grade 2CE or Higher	25/08/2021 @12:00	Mrs B Matebele 053 994 9477 nthaub@gtlm.gov.za
Provision for Automation of Municipal Records and Archiving System for a Period of 36 Months (Re-Advert)	GTLM/MMM05/2020/2021	N/A	R 1000.00	80/20 (Points Functionality)	25/08/2021 @12:00	Mr. L Thotse 053 994 9447 thotsel@gtlm.gov.za
Provision for the Implementation of Public WIFI IN GTLM for a Period of 36 Months (Re-Advert)	GTLM/MMM06/2020/2021	N/A	R 1000.00	80/20 (Points Functionality)	25/08/2021 @12:00	Mr. L Thotse 053 994 9447 thotsel@gtlm.gov.za

Tender documents will be available from the 26/07/2021.

No documents will be sold at the office. To purchase the documents, bidders must pay the tender fee into the account below or at the municipal cashiers. Documents should be downloaded from E-Tender portal and proof of payment be attached to the document on submission. Tenders can still be couriered, but they must be in the tender box before 12:00 on the date of the closing, no faxed or emailed tender documents will be accepted. Documents can still be viewed on the National Treasury website to assess if the bidder qualifies. All enquiries regarding the tender's administration must be directed to supply chain management office @ 053 994 9471/2/3/4 or 436. All submissions are to be made to Greater Taung Local Municipality, clearly marked with the Contract Number and description addressed for attention of the Municipal Manager and should be submitted in the Tender box situated in the foyer at the Administration Building of the Municipality on or before the indicated closing date and time. NOTE: The Greater Taung Local Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept in whole or part. The tenders will also be evaluated based on the experience, capacity, and references where relevant. If you do not hear from us after the expiry of the validity period, please accept that your bid is unsuccessful. Please note that it is a requisite of the municipality that all suppliers must be registered on the Central Suppliers Database (CSD). The tender validity period is 90 days.

Banking Details:-
Bank Name : ABSA
Account no : 2650560046
Branch code : 630273
REF : Bid Reference number
Email : scm.rfq@gtlm.gov.za


A. Makuapane
Acting Municipal Manager
22 April 2021

INVITATION TO BID

APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION FOR AUTOMATION OF MUNICIPAL RECORDS AND ARCHIVING SYSTEM FOR A PERIOD OF 36 MONTHS (RE-ADVERT)

BID NO: GTLM/MM05/2020/2021

Bids are hereby invited for the Appointment of a Service Provider for the PROVISION FOR AUTOMATION OF MUNICIPAL RECORDS AND ARCHIVING SYSTEM FOR A PERIOD OF 36 MONTHS (RE-ADVERT) as and when needed for **GREATER TAUNG LOCAL MUNICIPALITY**.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- A valid Tax Compliance Certificate(s) with pin must be attached
- A copy of Company Registration Certificate(s) must be attached
- CV's of Key Personnel (Identity Document and certificates must be certified)
- Certified ID copies of all directors (Not older than three months)
- Proof of residence of all directors and business (Not older than three months): (Statement of municipal account, lease agreement or proof of res for traditional council)
- Certified copy of a valid BBBEE Certificate/Affidavit
- Price quoted must be firm and inclusive of VAT (if applicable)
- All MBD forms **MUST** be completed and signed
- Smart card ID copies should be certified on both sides
- Registration summary must be attached as a proof that the bidder is registered with Central Suppliers Database (CSD)
- A firm completion period must be indicated
- Copies from certified copies are not allowed.
- When documents certification is done by the commissioner of oath, ensure that the date of certification is indicated
- All certified copies should not be older than 3 months.
- A person in the service of state shall **NOT** be considered
- This bid will be evaluated in terms of the 80/20 preference point system as prescribed by PPPFA regulations implemented on the April 2017,
 - Where 80/20 is below the transaction value up to R 50 000 000 &
 - Where 90/10 is above the transaction value of R 50 000 000
 - **N.B FAILURE TO ADHERE TO THE ABOVE-MENTIONED CONDITIONS WILL AUTOMATICALLY DISQUALIFY YOUR BID**

Bids documents with detailed bid specifications and detailed information are obtainable at the Finance Department office hours 08h00 to 15h00 of the GREATER TAUNG LOCAL MUNICIPALITY, Station Street Taung from **26 July 2021**. A non-refundable cash deposit fee of **R1000** is required on collection of the bid.

Sealed Bids clearly marked "**GTLM/MM05/2020/2021: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION FOR AUTOMATION OF MUNICIPAL RECORDS AND ARCHIVING SYSTEM FOR A PERIOD OF 36 MONTHS (RE-ADVERT)**" must be placed in the tender box situated at the offices of the GREATER TAUNG LOCAL MUNICIPALITY, Station Street, Taung on or before 12h00 on **25 August 2021**

The GREATER TAUNG LOCAL MUNICIPALITY does not bind itself to accept the lowest or any bid and the Municipality reserves the right to accept the whole or part of any bid and further reserves the right to appoint or not to appoint if it so wishes to.

Bids will be adjudicated according to the GREATER TAUNG LOCAL MUNICIPALITY's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act (Act 5 of 2005) and the Preferential Procurement Regulations, 2011, as well as the Broad Based Black Economic Empowerment Act (Act 53 of 2003). The tender will be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2011

NB: BIDS WHICH ARE LATE, INCOMPLETE, UNSIGNED, COMPLETED BY PENCIL, SENT BY TELEGRAPH, FASCIMILE, ELECTRONICALLY (FAX), OR E-MAIL AND WITHOUT THE COMPULSORY REQUIREMENTS SHALL BE DISQUALIFIED.

Enquiries should be addressed to **Mr. L Thotse** at Tel: 053 994 9447 or email to: thotse@gtlm.gov.za and Supply Chain queries to **Ms. Neo Dibelane** at Tel. 053 994 1000 or by e-mail to: dibelanen@gtlm.gov.za

We are a Municipality in Pursuit of Excellence

TERMS OF REFERENCE

FOR

**PROVISION OF AUTOMATION OF MUNICIPAL' RECORDS AND ARCHIVING
MANAGEMENT SYSTEMS (MRAS)**

TERMS OF REFERENCE

PROVISION OF AUTOMATION OF MUNICIPAL' RECORDS AND ARCHIVING MANAGEMENT SYSTEMS (MRAS)

NAME OF THE PROJECT:

PROVISION OF AUTOMATION OF MUNICIPAL' RECORDS AND ARCHIVING MANAGEMENT SYSTEMS

1 PROJECT BACKGROUND:

Greater Taung Local Municipality is intending to acquire the services of a suitable Service Provider for provision of Automation of Municipal' Records and Archiving System. The Service Provider is expected to provide updates, upgrade, and secondary backup in line with legislation and relevant policies of the municipality. The Automation of Municipal' Records and archiving System must be scalable to allow current and future business needs such as establishment and development of workflows, Automation of File Plan, process automations, integration into other municipality systems and maintenance support.

2 AIM OF THE PROJECT:

- 2.1 To supply, deliver, install and setup a server.
- 2.2 To supply, install, configure, test and commission the Automation of Municipal, Records and Archiving System.
- 2.3 To make provision for future system development and training.
- 2.4 To provide backup as secondary storage.
- 2.5 To provide quarterly backup restore test validations and one annually physical backup restore testing.
- 2.6 To provide training of fifty (50) members of staff to competently utilize the system.

3 SPECIFICATIONS

3.1 The Technical Specifications for the Automation of Municipal' Records Archiving System as follows:

- 3.1.1 A system that provides the ability to capture, describe and categorize, store and retrieve, share and reuse electronic documents regardless of specific format.
- 3.1.2 The System must preserve security, authenticity, and integrity of records to enable the permanent preservation of records through the following primary functions at minimum:
 - 3.1.2.1 To automate and manage a functional based Municipal' Records Archiving system
 - 3.1.2.2 Maintaining the relationships between records and files, and between file series for Municipality
 - 3.1.2.3 Identifying records that are due for disposal and managing the disposal process.
 - 3.1.2.4 Associating the contextual and structural data within a document
 - 3.1.2.5 Constructing and managing audit trails
 - 3.1.2.6 Managing records version control
 - 3.1.2.7 Managing the integrity and reliability of the records once they have been declared as such.
 - 3.1.2.8 Managing records in all formats in an integrated manner.
- 3.1.3 Provide a system manual containing all procedures relating to the operation and use of the electronic system, including inputs to, operation of and output from the system, at least:
 - 3.1.3.1 Document Capture
 - 3.1.3.2 Document Scanning
 - 3.1.3.3 Data Capture
 - 3.1.3.4 Indexing
 - 3.1.3.5 Authenticated output procedures
 - 3.1.3.6 File transmission
 - 3.1.3.7 Information retention
 - 3.1.3.8 Information destruction
 - 3.1.3.9 System maintenance
 - 3.1.3.10 Security and protection (system and information)
 - 3.1.3.11 Use of contracted services
 - 3.1.3.12 Workflows
 - 3.1.3.13 Date and time stamps
 - 3.1.3.14 Maintenance of documentation
- 3.1.4 Integrated the system as per prescripts of the National Archives and Records Services by implementing and maintaining an Integrated Document and Records Management System that provide the following records management functionality as a minimum:
 - 3.1.4.1 Maintaining the relationships between records and files, and between file and series and the file plan.
 - 3.1.4.2 Identify and automate records that are due for disposal and managing the disposal process.
 - 3.1.4.3 Associating the contextual and structural data within a document
 - 3.1.4.4 Constructing and managing audit trails
 - 3.1.4.5 Managing records versions control
 - 3.1.4.6 Managing the integrity and reliability of records once they have been declared as such.
 - 3.1.4.7 Managing records in all formats in an integrated manner; and
- 3.1.5 Automation of retention periods.
- 4.2.6 Electronic signature

4 KEY COMPETENCIES

- 4.1 Service provider/s appointed to undertake this project should demonstrate the following key competences;
 - 4.1.1 Experience in Electronic Document and Records Management System deployment, configuration, and automation of File Plan standards as per National Archives prescripts.
 - 4.1.2 Experience in Electronic Document and Records Management System deployment, configuration and automation of File Plan retention and disposal periods as per National Archives prescripts.

5 PROJECT MANAGEMENT

- 5.1 The Service Provider/s will work very closely with the Greater Taung Local Municipality.
- 5.2 The Manager: ICT Unit is designated the Project Manager.

6 PROJECT TIMEFRAME

- 6.1 The system installation must be completed within the 60 days upon appointment.
- 6.2 Signing of three (3) months' Service Level Agreement.

7 FUNCTION OF THE SERVICE PROVIDER

- 7.1 The Service Provider will be expected to:
 - 7.1.1 Setup the system's server.
 - 7.1.2 Install, configure, and commission Documents, Council Meetings and Records archiving system.
 - 7.1.3 Setup the installed server to integrate with other municipality systems and configure the server for on premise backup and replication.
 - 7.1.4 Make provision for future maintenance, supply of peripherals, and provision of future developments for a period of three (3) years after the project completion date.
- 7.2 Provide user training and workshop as and when required.

With regard to functionality the following criteria will be applicable and the maximum points.

BIDDER ASSESSMENT CRITERIA	100
1. Previous experience in implementation of EDMS /EDRMS/IDMS for Municipalities. (<i>Attach certified copies of Completion Certificates/ reference letters</i>)	30
1.1 Three (3) or more Completion Certificates	30
1.2 Two (2) Completion Certificates	20
1.3 One (1) Completion Certificate	10
2. Capacity and expertise to undertake the work (<i>Attach certified copies of Certificates and CVs</i>)	70
2.1 Project Leader with a Degree/ Advanced Diploma in Enterprise Information Systems and Technology	20
2.2 Project Leader with vendor certification as a Project Manager for the solution	20
2.3 Project Leader with AGILE PM certification	10
2.4 Project Leader with vendor certification as a Developer	10
2.5 Project Leader with vendor certification as a Trainer	5
2.6 Project Leader with vendor certification for installation and configuration of the solution	5

Technical Information

Scanner Type	ADF (Automatic Document Feeder) / Manual Feed, Duplex
Scanning Speed** (A4 Landscape) (Color**/Grayscale**/Monochrome**)	Simplex: 80 ppm (200/300 dpi) Duplex: 160 ipm (200/300 dpi)
Scanning Speed** (A4 Portrait) (Color**/Grayscale**/Monochrome**)	Simplex: 65 ppm (200/300 dpi) Duplex: 130 ipm (200/300 dpi)
Image Sensor Type	Color CCD x 2 (front x 1, back x 1)
Light Source	White LED Array x 4 (front x 2, back x 2)
Optical Resolution	600 dpi
Output Resolution** (Color / Grayscale / Monochrome)	50 to 600 dpi (adjustable by 1 dpi increments) 1,200 dpi (driver)**
Output Format	Color: 24-bit, Grayscale: 8-bit, Monochrome: 1-bit
Background Colors	White / Black (selectable)
Document Size	
Maximum	304.8 x 431.8 mm (12 x 17 in.)
Minimum	50.8 x 69 mm (2 x 2.7 in.) (Portrait)
Long Page Scanning**	5,588 mm (220 in.)
Paper Weight (Thickness)	
Paper	27 to 413 g/m ² (7.2 to 110 lb) A8 size: 127 to 209 g/m ² (34 to 56 lb)
Plastic Card	Up to 1.4 mm**
ADF Capacity**	100 sheets (A4 80 g/m ² or Letter 20 lb)
Expected Daily Volume**	24,000 sheets
Multifeed Detection	Overlap detection (Ultrasonic sensor), Length detection
Paper Protection	Lag detection, Sound detection (iSOP)**
Interface	USB 3.0 / USB 2.0 / USB 1.1
Power Requirements	AC 100 to 240 V ±10 %
Power Consumption	
Operating Mode	43 W or less
Sleep Mode	1.4 W or less
Auto Standby (Off) Mode	Less than 0.35 W

Operating Environment	
Temperature	5 to 35 °C (41 to 95 °F)
Relative Humidity	20 to 80% (non-condensing)
Environmental Compliance	ENERGY STAR®, RoHS
Dimensions*** (Width x Depth x Height)	380 x 209 x 168 mm (15.0 x 8.2 x 6.6 in.)
Weight	7.6 kg (16 lb)
Supported Operating System	Windows® 10, Windows® 8.1, Windows® 7, Windows Server® 2019, Windows Server® 2016, Windows Server® 2012 R2, Windows Server® 2012, Windows Server® 2008 R2, Windows Server® 2008**12, Linux (Ubuntu)
Included Software / Drivers	PaperStream IP driver (TWAIN/TWAIN x64/ISIS), WIA Driver**13, Image Scanner Driver for Linux (SAHE)**14, PaperStream Capture, Software Operation Panel, Error Recovery Guide, ABBYY FineReader for ScanSnap**14, Scanner Central Admin, 2D Barcode for PaperStream**14
Image Processing Functions	Multi image output, Automatic color detection, Blank page detection, Dynamic threshold (iDTC), Advanced DTC, SDTC, Error diffusion, Dither, De-Screen, Emphasis, Dropout color (None/Red/Green/Blue/White/Saturation/Custom), sRGB output, Hole punch removal, Index tab cropping, Split image, De-Skew, Edge correction, Vertical streaks reduction, Cropping, Static threshold
Included Items	ADF paper chute, AC cable, AC adapter, USB cable, Setup DVD-ROM

Options

Post Imprinter (FI-748PRB)	PA03710-D401	Back-side printing on document
PaperStream Capture Pro Scan Station (DP)	PA43404-A675	PaperStream Capture Pro optional license

Consumables

Brake Roller	PA03710-0001	Every 200,000 sheets or one year
Pick Roller	PA03670-0002	Every 200,000 sheets or one year
Print Cartridge	CA00050-0262	4,000,000 printed characters or 6 months after opening the bag