

KOUKAMMA LOCAL MUNICIPALITY



TENDER NOTICE AND INVITATION TO TENDER FOR THE FOLLOWING PROJECT:

Project Name	Minimum Requirements	Briefing Details
BID NO. 11/2024 – PROVISION OF TRAFFIC MANAGEMENT SYSTEM FOR PERIOD OF 3 YEARS	1. Experience in Projects -Must have a minimum of 3 long term projects completed in the traffic management system completed within the past 10 years. 2. Key Personnel - Office Manager must have 5 years of experience in the traffic management system. 3. Plant and Equipment - Must have Roadblock Bus, 2 x One-ton vans, Bidders may own or lease these plants and equipment. 4. Methodology - As part of Submission, the bidder is required to attach a detailed methodology that covers the detailed specification of each machine that the bidder present to the Municipality	18 October 2024 at 09:00 am in the Municipal Library.
BID NO. 13/2024 – PROVISION OF OFFICE AUTOTOMATION SOLUTION FOR A PERIOD OF 3 YEARS	1. Experience in Projects - The bidder must have completed at least 3 projects in the current scope with a minimum of 15 machines per project. 2. Key Personnel - The bidder must have a Project Lead with at least an IT related post matric Qualification plus at least 5 years of experience in the multifunctional printers support and maintenance. - Must have at least one Technician with A+ & N+ Qualification with at least 3 years of experience in the multifunctional printers support and maintenance. 3. Plant and Equipment - 15 machines as described in Category 1 to 3 of the specification. The bidder may own or lease the machines. 4. Methodology - As part of Submission, the bidder is required to attach a detailed methodology that covers the detailed specification of each machine that the bidder present to the Municipality	Not Applicable
BID NO. 12/2024 – PROVISION OF PREPAID ELECTRICITY VENDING SYSTEM FOR A PERIOD OF 3 YEARS.		18 October 2024 at 10:30 am in the Municipal Library.

NB: Bidders must submit all supporting documentation necessary to meet specific minimum requirements as stipulated in detail in the bidding document and only bidders who meet the specific minimum requirements will be considered responsive and be evaluated further based on Price and Municipal Specific Goals.

The physical address for collection of tender documents is: The Koukamma Local Municipality, 05 Keet Street, Kareedouw, 6400, upon presentation of a receipt proving prior payment of a non-refundable fee of **R 350** (inclusive of VAT), having been made (Cash or bank guaranteed cheque and EFT). **Tender documents will be available from 09H00 on Wednesday, the 16th of October 2024.** Contact person regarding collection of these documents is Ms Zintle Mdingi, Tel No: 042 288 7257, email: zintle.mdingi@koukamma.gov.za.

Specific Minimum Requirements for Tender 12/2024: Provision of Prepaid Electricity Vending System for a period of 3 years.

- Standard Transfer Specification (STS) Certified Certification to edition 2, STS600-8-6. Certificate to be provided.
- ISO Certification to 9001-2015. Certified Certificate to be provided.
- Proof of XMLVend Based integration into at least one aggregator. At least one confirmation letter from the Municipality (Client) is required.
- Broad based third-party vending footprint provided to municipalities including retail, banks, informal sector, and web vendors** (Attach the agreement between the bidder and the parties as a proof)
- The bidder must attach a proof that they have hosted on-line vending system to Municipalities (Attach an appointment letter plus a completion letter of a reference letter)
- The bidder must attach a Disaster recovery and business continuity plan.
- Letters from municipalities confirming third party vending and arrears collection. At least one to be Live or real time updates for bill payments and arrears collections – dependent on Billing System (if the provider can connect real time). The bidder is required to attach the following as a proof: An appointment letter to render the services plus a completion or reference letter for each project.
- Detailed mSCOA implementation approach included, one letter confirming on-line integration. The bidder is required to attach a plan & a letter from the Municipality confirming the provision of on-line integration.
- Attach a comprehensive tool for Mobile engineering application for field staff.
- The bidder is required to submit a comprehensive Methodology that must amongst other things covers Vending Cycle, Customer Management, Meter Management, Financial System Integration.

Tenders shall be placed in a sealed envelope, endorsed with the correct **Project Name, and Bid Number** for the project, and be placed in the Tender Box at the Municipal Offices, **05 Keet Street, Kareedouw, 6400**, not later than **12h00 on Friday, the 15th of November 2024**, at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Telegraphic, telexed, faxed, or emailed tenders will not be considered. Tenders that are not submitted in properly sealed and marked envelopes and/or deposited in the tender box as prescribed in this notice on the date and time indicated will **NOT** be opened or considered.

NB: A compulsory clarification meeting with the representatives of the Employer will take place as per the date and times indicated in the above table, at the Municipal Library situated at 05 Keet Street, Kareedouw, 6400. Attendance and completion of the attendance register is compulsory for all tenderers. Tenderers must appear on the attendance register to be considered as being present. Note that Tenderers who are more than 15 minutes late for the meeting will not be allowed to attend the meeting and will not be allowed to sign the attendance register.

Bids will be evaluated and adjudicated according to the following criteria:

- **Specific Minimum Requirements:** Tender offers will only be considered responsive if the specific minimum requirements are achieved.
- 80/20 preference points system will apply in terms of the Preferential Procurement Regulations of 2022, 80 for price and 20 in terms of the Municipality's specific goals as clearly outlined in the tender document and in our SCM policy that can be found at www.koukammamunicipality.gov.za. Bidders must attach 3 months downloaded full CSD report, and directors' ID copies of the entity to secure points on Specific Goals.
- The guidelines for locally produced or manufactured goods with a stipulated minimum threshold where applicable will be applied.
- Bidders are required to attach their Tax Clearance Certificate, Statement of Signatory, valid Workmen's Compensation Registration Certificate, CIDB registration Certificate, Municipal Billing Clearance Certificate or Valid Lease Agreement, 3 months downloaded CSD Report, JV agreement & other compliance documents of the JV partner, Company Registration Certificate, Financial Statements, the bidder is required to comply with all the tender requirements and the Tender Document must be completed in full and signed where required.
- In case of Joint Venture, all partners in the Joint Venture are required to submit both of their compliance documents listed above.
- Bidders are required to have the required CIDB grading on each project as indicated on the table above.
- **NB: No tenders will be considered from persons in the service of the state.**
- The Municipality reserves the right to accept a tender in full, partially, or not at all and is not obliged to accept the lowest tender received, And the Municipality reserves the right to scale down on the scope of work for the contract value to fit into the available budget for the 2024/25 financial year.
- A tender must remain valid for a period of 90 days from the closing date for the submission of tenders.

All **technical enquiries** must be directed only via email to Mr Paulis Floors at paulis.floors@koukamma.gov.za for Tender 11/2024, Mr Molefe Molefe at mmolefe@koukamma.gov.za for Tender 13/2024 and Ms Nalitha Ntapo at nalitha.ntapo@koukamma.gov.za for Tender 12/2024.

Mr Mzwakhe Clay
Acting Municipal Manager