

BID ADVERTISEMENT FORM

Bid description	PANEL FOR THE PROVISION OF SAP ERP SUPPORT, MAINTENANCE AND NEW IMPLEMENTATIONS SERVICES FOR THE UMHLATHUZE MUNICIPALITY FOR A PERIOD OF THIRTY SIX (36) MONTHS										
Bid number	8/2/1/UMH793-20/21										
Name of institution	City of uMhlathuze Local Municipality										
Tender Type (RFQ/RFP/RFI)	RFP										
Province / National	National										
The place where goods, works or services are required	City of uMhlathuze Local Municipality										
Publishing date	Date	1	7	0	5	2	0	2	1	Time	
Closing date and time	Date	2	2	0	6	2	0	2	1	Time	12H00pm
	Postal address				P/Bag X1004 Richards Bay 3900						
	Physical address				5 Mark Strasse Richards Bay 3900						
	Tel				035 907 5000						
	Fax										
Contact person	Name				Mthokozisi Manzini						
	email				manzinim@umhlathuze.gov.za						
	Tel				035 907 5159						
Where bids should be delivered	Tender/Bid Box at the Foyer of Civic Centre 5 Mark Strasse Richards Bay 3900										
Category (refer to annexure A)	COMPUTER SOFTWARE										
Sector	Local Government										
Region	KwaZulu Natal										
Compulsory briefing session/site visit	Yes / No	Yes									
	Date	24/05/2021									
	Time	11H00am									
	Venue	Virtual on MS Teams									

ADVERTISEMENT

CITY OF uMHLATHUZE

TENDER NO: 8/2/1/UMH793-20/21: PANEL FOR THE PROVISION OF SAP ERP SUPPORT, MAINTENANCE AND NEW IMPLEMENTATIONS SERVICES FOR THE UMHLATHUZE MUNICIPALITY FOR A PERIOD OF THIRTY SIX (36) MONTHS.

Tenderers are hereby invited from suitably qualified suppliers for the following:

Bid Number	Bid Descriptions	No-Refundable Tender Fee	Preferential point system	Opening Date for Bid Document Collection	Compulsory Briefing Session Date, Time and Venue	Bid Closing Date and time
8/2/1/UMH793-20/21	Tender No: 8/2/1/Umh793-20/21: Panel for the provision of SAP ERP Support, Maintenance and New Implementations Services for the uMhlathuze Municipality for a period of thirty six (36) months.	R13502.00	Price=90 Equity=10	17/05/2021	Date 24/05/2021, Time: 11h00 Venue: Virtual on MS Teams	22/06/2021 12h00

Note: Mandatory requirements for tenders:

- **Regulation 44 of the Supply Chain Management Regulations** states that the Municipality may not make any award to a person who is in the service of the state (government), and if that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or who is an advisor or consultant contracted with the municipality or municipal entity.
- Pre-Qualifying criteria in terms of PPPFA Regulations 2017, Clause 4(1) (a) and 4(2). Only submissions from companies with BBBEE Level 1 will be considered.
- All bids are subject to the terms and conditions contained herein and in the bid documentation as stipulated by various legislations governing public procurement including City of uMhlathuze's policies
- uMhlathuze Municipality does not bind itself to accept the lowest or any tender, and reserves the right to accept any tender in whole or in part.
- All items that are in a designated sector will be subjected to a stipulated minimum threshold requirement for local production and content requirements in a compliance with PPPFA regulations 2017.
- The compulsory briefing will be held on 24/05/2021 at "11h00." The venue for the compulsory briefing will be "Virtual on MS Teams".

Submission of bids

- Sealed bids, clearly endorsed: "TENDER NO : 8/2/1/UMH793-20/21" must be placed in the Tender/Bid box at the Foyer of Civic Centre, 5 Mark Strasse, Richards Bay before 12:00 noon on "26/06/2021"
- The tender will follow a **Two-Stage Envelope System**, therefore the Technical Proposal and the Financial Proposal (Pricing) must be sealed and submitted in separate envelopes. Inclusion of a financial proposal/ pricing within the Technical Proposal will invalidate the submitted bid.
- The Tenderers **details and return address** must be indicated on the back of the sealed envelope in which the Tender is deposited, this is required for the purposes of returning tenders in cases where it may be require.
- Only Tender Documents purchased from the City of uMhlathuze will be acceptable.

Tender Documents will be available at the Customer Service Desk, Civic Centre, 5 Mark Strasse, Richards Bay. On the 17/05/2021 as from 12:00, up to 23/05/2021 at 12h00 noon. The link for the compulsory briefing session will only be sent to those who would have collected Tender documents before or on the closing date and time for tender documents collection. When collecting Tender documents, bidders must clearly write their email address and telephone numbers. Please note that in order to obtain a Tender Document payment of the non- refundable deposit can be made at: Rates Hall-Civic, Richards Bay or payment may also be made directly into Council's bank account: ABSA Richards Bay Account number 2150000095.

Reference: Tender No: 8/2/1/UMH793-20/21, Name of Company:

No tender documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only EFT or cash will be accepted as payment method and cheques will be made in favour of uMhlathuze Municipality. It should be noted that the Rates Hall closes at 15:00 on weekdays for receipt of payments.

Should use be made of a Courier Company to collect tender documents on behalf of your company, proof of payment and arrangement for the collection of the tender documents must be emailed to : CustomerService@umhlathuze.gov.za for attention: Faith Mkhwananzi or Wendy Wilke

Council will not accept responsibility for the late delivery of Tenders by courier services or any other means that are not placed in the tender box on or before the date and time of closing of the tender.

Enquiries can be directed in writing to Mr Thulani Kubheka at email address kubhekabt@umhlathuze.gov.za or to Mr Mthokozisi Manzini at email address manzinim@umhlathuze.gov.za. Please note that all responses to technical queries will be shared with all the bidders that would have attended the compulsory site briefing and clearly captured their email address details on the attendance register.

It is the requirement of this tender that the successful bidder must implement a successful Corporate Social Investment (CSI).

Tenderers who have not been contacted within 120 days after the closing date of this tender must accept that their tender was unsuccessful.

**Civic Offices
Private Bag X1004
RICHARDS BAY
3900
DMS 1449484**

**MR LH MAPHOLOBA
MUNICIPAL MANAGER**
