

BID ADVERTISEMENT FORM

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|---|--|---|-------------------------------------|---|---|---|---|---|---|------|---------|
| Bid description | BUSINESS CONTINUITY MANAGEMENT PROJECT: COMPLETION OF PHASES (TWO) 2 TO FOUR (4) AS A CONTINUATION FROM PHASE ONE (1), PROVISION OF BCM ACCREDITED TRAINING, COMPLETION OF BCP'S FOR THE REMAINDER OF COUNCIL PREMISES AND CITY-WIDE SCENARIO PLANNING FOR MAJOR BUSINESS INTERRUPTIONS, FOR A PERIOD OF TWENTY FOUR (24) MONTHS | | | | | | | | | | |
| Bid number | 8/2/1/UMH801-20/21 | | | | | | | | | | |
| 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 | 3 | 1 | 0 | 5 | 2 | 0 | 2 | 1 | Time | 12H00pm |
| | Postal address | | P/Bag X 1004 Richards Bay 3900 | | | | | | | | |
| | Physical address | | 5 Mark Strasse Richards Bay 3900 | | | | | | | | |
| | Tel | | 035 907 5000 | | | | | | | | |
| | Fax | | | | | | | | | | |
| Contact person | Name | | Shaylene Adonis | | | | | | | | |
| | email | | adoniss@umhlathuze.gov.za | | | | | | | | |
| | Tel | | | | | | | | | | |
| Where bids should be delivered | City of uMhlathuze | | | | | | | | | | |
| Category (refer to annexure A) | PROFESSIONAL | | | | | | | | | | |
| Sector | Local Government | | | | | | | | | | |
| Region | KwaZulu Natal | | | | | | | | | | |
| Compulsory briefing session/site visit | Yes / No | | N/A | | | | | | | | |
| | Date | | | | | | | | | | |

ADVERTISEMENT

CITY OF uMHLATHUZE

8/2/1/UMH801-20/21 - BUSINESS CONTINUITY MANAGEMENT PROJECT: COMPLETION OF PHASES (TWO) 2 TO FOUR (4) AS A CONTINUATION FROM PHASE ONE (1), PROVISION OF BCM ACCREDITED TRAINING, COMPLETION OF BCP'S FOR THE REMAINDER OF COUNCIL PREMISES AND CITY-WIDE SCENARIO PLANNING FOR MAJOR BUSINESS INTERRUPTIONS, FOR A PERIOD OF TWENTY FOUR (24) 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/UMH801-20/21 | Business Continuity Management Project: Completion of Phases (Two) 2 to Four (4) as a Continuation from Phase One (1), Provision of BCM Accredited Training, Completion of BCP's for the Remainder of Council Premises and City-Wide Scenario Planning for Major Business Interruptions, for a Period of Twenty Four (24) Months | R622.00 | Price=80 Equity=20 | 17/05/2021 | N/A | 31/05/2021 10h00 |

Note: Mandatory requirements for tenders:

- **Prequalification Criteria:** To advance designated groups, **this tender will only apply to service providers with B-BBEE level 1 status in terms of clause 4(1) (a) and 4 (2) in terms of the Preferential Procurement Regulations of 2017.**
- **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.
- 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.

Submission of bids

- Sealed bids, **clearly endorsed: "TENDER NO.: 8/2/1/UMH801-20/21"** must be placed in the Bid box at the customer service desk, **the Civic Centre, 5 Mark Strasse, Richards Bay before 10h00 on 31/05/2021.**
- 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 municipality will be considered

Tender Documents will be available from the Civic Centre, **customer service desk, 5 Mark Strasse, Richards Bay, (035) 907 5996 / 98 / 99** as from 17/05/2021 at 10h00, up until 28/05/2021. 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 215000095.**

Reference: "Tender No:, Name of Company:"

No documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only Bank guaranteed cheques, 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 15h00 on weekdays for receipt of payments.

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.

Technical enquiries can be directed to Shaylene Adonis, email adoniss@umhlathuze.gov.za or Nongcebo Zulu, email ZuluNL@umhlathuze.gov.za. Tender documents enquiries can be directed to Faith Mkhwanazi or Wendy Wilke, email CustomerService@umhlathuze.gov.za

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

This request for Tenders is subject to the terms and conditions Council's Preferential Procurement Policy. And Preferential Procurement Policy Framework Act,2000: Preferential Procurement Regulations, 2017. Copies of the Regulations may be obtained from Council's Supply Chain Management Unit.

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**

**MR LH MAPHOLOBA
MUNICIPAL MANAGER**