

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 23/01/2017  
KZN435/17/18/005/MM/M&E

### ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

UMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
Provision of Performance Management System  ( 3 Year Contact )	ULM-MM/M&E 005/18	31/01/2018 @10:00

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R200 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **24th of January 2018**; **cut-off time for buying documents is the 31<sup>st</sup> of January 2018, 15 minutes before the briefing time.**

**Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted**

- Registered on Central Suppliers Database (CSD) attach proof of Registration
- Valid BBBEE certificate certified or original
- MBD 4, 8 & 9
- Updated Municipal rates statement for the company and the directors to confirm that Municipal rates are not in arrears for more than 90 days
- Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head

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Compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Boardroom, 169 Main Street, uMzimkhulu, 3297.**

**80/20 Preference Point System will be used on the following project, functionality will be considered and uMzimkhulu Local Municipal SCM policy.**

### Evaluation criteria

Evaluation criteria threshold 60%

#### Functionality

CRITERIA	CRITERIA DESCRIPTION	Points	TOTAL
<b>Relevant Experience</b>	<p>3 Performance Management Systems Installed successfully and Implemented within the past 3 financial years i.e. Between 1 July 2012 to date (it is compulsory to attach appointment letters and their respective reference letters. There</p> <p>Points allocation:</p> <p>5 points per project, maximum points for 3 projects and above = 15</p>	15	

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<p><b>Expertise</b></p>	<p>Project leader to have at least 7 years in-depth understanding of local government sector experience in performance management.</p> <p>Project Consultant/s shall have at least a Bachelor's degree or National Diploma in Information Technology with programming language compatible to Microsoft as well as a minimum of 3 (three) years relevant experience.</p> <p>(It is compulsory to attach detailed CVs with certified copies of qualifications of personnel whom will be involved during the course of this contract).</p> <p>None / incomplete submission</p>	<p>10</p> <p>10</p> <p>0</p>	
<p><b>Methodology</b></p>	<p>The software provider must demonstrate a thorough understanding of the scope of the project and provide a methodology on how the project will be rolled out:</p> <p>a) Full understanding of the scope with a clear project implementation methodology</p>	<p>20</p> <p>10</p>	

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	b) Partially demonstrated understanding of the scope of the project tasks  (Summarized system's operating manual).  None / incomplete submission	0	
	System must be compliant with Mscoa in line with circular 80 and system functionality	15	

Functionality/quality: tender must achieve at least 60% (45/75) in order to qualify for the third stage. The 80/20 scoring will apply.

The points associated with the comprehensive proposal will be awarded as reflected in the above table

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 60% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

### 120 days Price Validity

### Contact Details

All other enquiries shall be directed to:

Attention : Mr M Mkhize  
Telephone : (039) 259 5070  
Fax No : (039) 259 0427  
Email Address : [mkhizem@umzimkhulum.gov.za](mailto:mkhizem@umzimkhulum.gov.za)

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### Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 23 of February 2018** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

**The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply**

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**Z. S. SIKHOSANA**  
**MUNICIPAL MANAGER**