

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 16/03/2018
KZN435/17/18/016/PNLG

ADVERTISEMENT

UMzimkhulu Municipality hereby requests Experienced, Qualified and Reputable service providers to assist the Municipality with the following project;

Project Name	Proposal Number	Price for Document	Compulsory Briefing
SUPPLY , DELIVER, INSTALLATION AND CONFIGURATION OF ARCGIS STANDARD SOFTWARE	ULM-PNLG 006/18	R 100.00	27/3/2018@10h:00

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the **non-refundable payment stated on the above table per document or a bank guaranteed cheque made out to uMzimkhulu Municipality**, from the **20th of March 2018** between 9h: 30 to 16h00. Cut –off time for buying documents is the **27th of March 2018**. 15 minutes before the briefing time

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

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 BBB-EE Certificate Certified or Original
- Compulsory MBD Forms 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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Conditions of acceptance

- Quotations must be valid for 120 days

80/20 preferential point system will apply, functionality will be considered and uMzimkhulu Local Municipal SCM policy.

Evaluation criteria

Functionality

Criteria for functionality

Minimum threshold 27 points or 60%

Criteria	Basis for points allocation	Score	Max. Points	Verification Method
<p>Relevant Experience (Name of traceable references with contact details to be included for verification).</p> <p>The company must have completed at least 5 similar projects in the last 5 years; for each project an appointment letter and a letter of completion must be provided.</p>	<p>Relevant Experience: No. of projects completed 5 and above - Excellent</p>	Excellent	15	List of projects Appointment letter and letter of completion
	<p>Relevant Experience: No. of projects completed 4 - Good</p>	Good	10	List of projects Appointment letter and letter of completion
	<p>Relevant Experience: No. of projects completed 3 - Fair</p>	Fair	7.5	List of projects Appointment letter and letter of completion
	<p>Less than 3 = no points allocation</p>			

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Methodology Methodology sets out the manner in which the bidder will carry out the work. It must include supply, deliver, install and configure the software, timeframe to complete the task (maximum of 1 day upon delivery during working hours)	Clear methodology with concise work breakdown structure, timeframe of one day, number of hours for the activities.	Good	5	Project methodology
	Methodology is not clear or doesn't have a logical process flow. Timeframe of two days	Fair	2.5	Project methodology
	The methodology is three days or more.	Poor	0	Project methodology
Expertise The criteria that is to be used is as follows: proven experience in installing and configuring GIS hardware and software, networking the software, project management.	No. of GIS software installations on a network and desktop environment. Number is greater than 5 in the last 5 financial years	Excellent	15	CV
	No. of GIS software installations on a network and desktop environment is 4 in the last 5 financial years	Good	10	CV
	No. of GIS software installations on a network and desktop environment is 3 in the last 5 financial years	Fair	7.5	CV
	Less than 3 = no points allocation	Poor	0	
Accreditation The company has got registered persons within it with the South African Geomatics Council (SAGC) to undertake the work.	Professional registration as a Professional GISc practitioner	Excellent	10	SAGC certificate
	Professional registration as a GISc technologist	Good	5	SAGC certificate
	Professional registration as a GISc technician	Fair	2.5	SAGC certificate
	No professional registration	Poor	0	SAGC certificate

Functionality/quality: tender must achieve at least 60% (27/45) in order to qualify for the second stage. The 80/20 scoring will apply.

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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.

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

All enquiries shall be directed to the person stated below.

Contact Person	Email address	Contact details
Mr V. Mbuqe	mbuqev@umzimkhululm.gov.za	039 -259 5052

Closing Date and time

Duly completed tenders in accordance with the tender conditions and rules of the tender, in sealed envelopes clearly indicating the **Project name and Contract number**, must be deposited in the tender box of UMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu 3297. **At 12h: 00 on the 6th of April 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 SIKHOSANA
MUNICIPAL MANAGER**