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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 24/06/2020
KZN435/19/20/ 008/BTO

INVITATION TO TENDER 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
SUPPLY, DELIVER AND INSTALLATION OF CREDIT CONTROL AND DEBT MANAGEMENT SYSTEM (36 months contract)	ULM-BTO 002/20	03/07/2020 @ 10h:00

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also 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 29th of June 2020; cut-off time for buying documents is the 03rd of July 2020, 15 minutes before the briefing time.**

Briefing meeting (Not compulsory) is scheduled to take place at **UMzimkhulu Municipality Makhosini Building, 247 Mzimkhulu Mlonyana Street, UMzimkhulu 3297**

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 with the SANAS logo and verified by agencies accredited by SANAS / Original SWON Affidavit
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or;
- Attach valid lease agreement if the company is leasing the office space
Attach a valid lease agreement if the director is leasing accommodation

- Attach affidavit if the account is under your parents , siblings , grandparents and you are not paying any Municipal rates
Copy of a marriage certificate if Municipal account in under your spouse
- 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 (example is provided in the tender document).

Conditions of Tender

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

Evaluation criteria

Criteria for functionality

Minimum threshold 30 points or 60%

Criteria	Basis for points allocation	Max. Points	Verification Method
Relevant Experience Number of projects completed on credit control and debt collection systems, while managing indigent processes in the last 10 years; for each project attach reference letter	No. of projects completed 4 and above	20	Attach Referral letters for past experience with contact references for verification.
	No. of projects completed 3	15	
	No. of projects completed 2	10	
Methodology Sets out the manner in which the bidder will carry out the work. clear timeframes for completion of the project, clear project budget aligned to the tasks and activities as per implementation requirements	Clear methodology with concise work breakdown structure, timeframe within 30 days clear project budget aligned to the tasks and activities.	10	Project methodology
	Partially touched in all aspects with time frame of more than 30 days	5	
Core Functionalities as per scope of work: <ul style="list-style-type: none"> • Debt collection management and credit control management. • Indigent process Management 	All core functions	10	Attach screen captures clearly indicating functionalities.

Expertise Relevant experience of team leader / project manager 5 years and above in system development	Qualification in Information Technology	10	Attach Curriculum Vitae and certified certificates.
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The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 60% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

NB: It is Compulsory on Core functionalities as per scope of work and Expertise segments for service providers to score full points 100%

Validity period is 120 days

Contact Details

All other enquiries shall be directed to:

Attention : Miss N. Mavuma
Telephone : (039) 259 5050
Fax No : (039) 259 0427
Email Address : mavumazn@umzikhulum.gov.za

Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of UMzikhulu Local Municipality, located at 169 Main Street, UMzikhulu, 3297 reception area, not later than **12h: 00, 24th of July 2020** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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

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Z. S. SIKHOSANA
MUNICIPAL MANAGER