

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 14/01/2019
KZN435/18/19/020/PNLG

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
BUILDING PLANS INFORMATION MANAGEMENT SYSTEM (3 YEAR CONTRACT)	ULM-PNLG 013/19	23/01/2019 @10h00

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 **17th of January 2019**; **cut-off time for buying documents is the 23rd of January 2019, 15 minutes before the briefing time.**

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

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
- Municipal rates certificate / statement for the Directors and the company
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

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- 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

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

Evaluation Criteria

Functionality

Minimum threshold is 60% or 72 points

Criteria	Basis for points allocation	Score	Max. Points	Verification Method
EXPERIENCE Number of completed projects.	No. of projects completed 2 and above - Excellent	Excellent	20	Attach Referral letters for past experience with contact references for verification.
	No. of projects completed 1 - Good	Good	10	Attach Referral letters for past experience with contact references for verification.
METHODOLOGY Install the existing piloted software platform meeting all of the above requirements for purposes of testing to determine suitability to the Municipality	Timeframe of 3 days	Good	10	Attach a working program.
	Timeframe 4-5 days	Fair	5	Attach a working program.
FUNCTIONALITY Core Functionalities:	All core functions	Excellent	50	Attach screen captures clearly

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<ul style="list-style-type: none"> Email and SMS notification amongst users User defined comment builder for easier commenting Centralized document management for easier access to stored information for both viewing and editing Existing web based cloud ready system Enhanced security with audit trails 				indicating functionalities.
<p>FUNCTIONALITY Added functionalities:</p> <ul style="list-style-type: none"> Building Plans Archiving = 5 Signage & Billboards= 5 Banners and Flags = 3 Posters = 3 Live Chat System = 2 Demolition Notice = 1 Customer Care = 1 	All added functionalities	Excellent	20	Attach screen captures clearly indicating functionalities.
<p>EXPERTISE Qualification Experience</p>	Systems Development experience 4 years or more Project Management experience 3 years or more	Excellent	20	Qualifications CV (with traceable references)
	<p>Added Functionalities:</p> <ul style="list-style-type: none"> Building Plans Archiving Signage Banners and Flags Posters Live chat system 	Good	10	Attach screen captures clearly indicating functionalities.

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	Systems Development experience 2-3 years Project Management experience 1- 2 years	Good	10	Qualifications CV (with traceable references)
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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.

NB: FUNCTIONALITY: Core Functionalities segment it is compulsory for the service provider must score full points

120 days Price Validity

Contact Details

All other enquiries shall be directed to:

Attention : Mr V Mbuqe
Telephone : (039) 259 5052
Fax No : (039) 259 0427
Email Address : mbuqev@umzimkhulum.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 UMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 15 of February 2019** 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