



MSUNDUZI MUNICIPALITY

QUOTATION NOTICE

SPECIALISED QUOTATION No. Q 12/246 OF 17/18

SUPPLY, INSTALLATION AND TRAINING OF USERS ON A WEB BASED BUSINESS LICENCING SOFTWARE SYSTEM AT MSUNDUZI MUNICIPALITY

The Msunduzi Municipality hereby invites suitably experienced tenderers to submit quotations for the above service.

Quotation documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **14 h 00 on Tuesday, 30th January 2018**. A non-refundable tender fee in the amount **R 159.60** (Including VAT) per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Tender documents can be downloaded and printed at the tenderer’s cost from the National Treasury e-Tender Publication Portal on www.etenders.gov.za.

For any technical related enquiries, please contact Ms. R Gunkel (Business Licencing) on direct Telephone No. 033 – 392 2571 or e-mail address rochelle.gunkel@msunduzi.gov.za. For any procurement related enquiries, please contact Mellissa Nero(Supply Chain Management Unit) on direct Telephone No. 033 – 392 3018 or e-mail address mellissa.nero@msunduzi.gov.za.

Sealed quotation endorsed on the envelope **“SPECIALISED QUOTATION No. Q12/246 OF 17/18”** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, not later than **12 h 00, on Tuesday, 06th February 2018**, when it will be publicly opened. Only quotations placed in the Tender Box shall be accepted.

The Validity period shall hold firm for ninety (90) days commencing from closing date of the quotation.

Tender Adjudication & Evaluation Criteria will be implemented in line with the Msunduzi Municipality’s approved Supply Chain and Preferential Procurement Policies on the **80/20** point system. Adjudication criteria will be as per the tender document, the allocation of points will be in line with **B-BBEE** as prescribed in terms of the Preferential Procurement Regulations, 2017 pertaining to the **Preferential Procurement Policy Framework Act**, Act No. 5 of 2000.

Stage One - Functionality: The bidder must answer the following questions Yes or No:

COMPETENCY / COMPLIANCE	YES	NO
Is Bidder competent and experienced in Municipal software systems development?		
Can Bidder demonstrate knowledge of Business Licensing software requirements?		
Will the software system supplied be compatible with existing hardware and software systems in Msunduzi Municipality?		
Can the Bidder give a live demonstration of the system offered if required?		
Has the Bidder previously provided ongoing maintenance and training on similar systems in terms of a maintenance contract?		



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Points for Functionality will be broken down as follows:

Key Aspect of Criterion	Basis for Points Allocation	Score	Max. Pts.	Verification Method
Previous Experience of Bidder	Number of similar successfully completed projects	5 points per similar project successfully completed	25	List of similar projects and copy of completion certificates or traceable reference letters. Failure to submit will result in disqualification.
Locality of Business	Within Msunduzi Within Umgungundlovu Within KZN Outside KZN	15 10 2 0	15	Proof of business address – copy of Municipal rates/ services account, lease agreement.
Total Points			40	

Any Bidder who answers “NO” to any of the five questions above, or any Bidder who scores less than 70% (28 points), will not be considered for the Stage Two evaluation.

The Msunduzi Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation. Each Service Provider will be informed of the quotation result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

**MR. S HADEBE:
MUNICIPAL MANAGER**