

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT NO.SCM 45 OF 2021/2022

SUPPLY AND DELIVER METER READING HAND HELD DEVICES SUITABLE FOR ELECTRICITY AND WATER METER READINGS FOR A PERIOD OF THREE YEARS

Tenders are hereby invited from suitable Service Providers to supply and deliver meter reading hand held devices that are suitable for Electricity and water meter readings for a period of three years.

It is compulsory for all interested tenderers to download a **Tender Registration Form** in order for the tender document to be emailed to the interested tenderer.

Interested tenderers are required to submit a **Bidder Registration Form** of which is available on the Msunduzi Municipality's website www.msunduzi.gov.za in the Tenders Folder / Database Forms. The registration period will begin from **Monday, 31st January 2022** and end at the close of business on **Friday, 11th February 2022**. **The Bidder Registration Form must be completed and e-mailed to mellissa.nero@msunduzi.gov.za. Tenderers who fail to register within the above registration period will not be eligible to submit a tender document.**

The Msunduzi Municipality will continue to advertise its Tender Notices on the National Treasury e-Tender Publication Portal and Municipal website. Tender documents will only be e-mailed to potential tenderers that have timeously submitted their Bidder Registration Forms as per the above stated timeframe. The details of the Tender Briefing will be contained within the tender document.

Tenders must be submitted both in **hard copy and on a USB/Flash Drive** contained in sealed envelopes and marked with "**Contract No. SCM 45 of 21/22**" and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00, on Thursday, 17th March 2022**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

The Functionality for Stage one shall be evaluated on the following criteria:

Stage 1: Functionality

No.	Evaluation Criteria	Maximum Points
1.	Company Track Record	(30 points)
2.	Relevant Experience in Technical Support	(50 Points)
Total Functionality Points		80 Points
Threshold to Qualify for Stage Two		80% (64 Points)

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

Each tenderer will be informed of the tender result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

Mr. M. KHATHIDE (CITY MANAGER)