

MSUNDUZI MUNICIPALITY

TENDER NOTICE

SPECIALISED CONTRACT No. SCM 25 OF 14/15

**INSTALLATION AND MAINTENANCE OF AN ELECTRONIC DOCUMENT AND RECORDS
MANAGEMENT SYSTEM (EDRMS) IN THE MSUNDUZI MUNICIPALITY**

The Msunduzi Municipality hereby invites tenders for the above works. **Only tenderers who are in possession of a certificate issued by the Provincial Archivist will be considered for appointment. Proof of the same must be submitted together with the tender.**

Tender documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, from **12h00 on Wednesday, 10 September 2014**. A non - refundable tender fee in the amount **R401.28** (including VAT) per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Wayne Schnaar on Telephone No. 033 392 248 4.

A compulsory Tender Briefing Meeting will be held at **10h00 on Friday, 19 September 2014** in Committee Room 3, 1st Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg. Only one Site Inspection meeting will be held. An official will chair the meeting and answer queries raised by prospective Tenderers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register.

Sealed tenders endorsed on the envelope "**Specialised Contract No. SCM 25 of 14/15**" 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 Friday, 26 September 2014**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Three (3) months commencing from the closing date of tender.

Tender Evaluation Criteria: The tender shall be evaluated on the 90/10 Preferential Points System and in accordance with the Preferential Procurement Regulations, 2011 issued in terms of section 5 of the Preferential Procurement Policy Framework Act No. 5 of 2000.

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. A. NKOSI (MUNICIPAL MANAGER)