

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT NO.SCM39 OF 2020/2021

CALL FOR PROPOSAL: MAINTENANCE AND SUPPORT FOR ALCATEL OMNIPCX

ENTERPRISE PABX, HEAT CALL LOGGING SOFTWARE AND SUPPLY OF

COMPATIBLE PHONES.

Tenders are hereby invited from suitably qualified and experienced Service Providers to do a proposal call for maintenance and support for Alcatel omnipcx Enterprise PABX, Heat call logging software and supply of compatible Phones for a period of 3 years(36 months).

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.

The Tender Registration Form is available on the Municipality's website www.msunduzi.gov.za in the Tenders Folder.

The Tender Registration Form must be completed and emailed to the following email address: procurement@msunduzi.gov.za for registration.

The registration will start from **Thursday, 28th January 2021** until **Friday, 05th February 2021** at **23h59**.

No tender registration will be considered after the above closing date and time for registration. Tenderers who fail to register within the registration period will not be eligible to receive the tender document and to submit their respective tender documents when the tender closes.

Tenderers will thereafter receive an email from **Mellissa Nero** with the tender document and the date of the **Briefing Meeting**. Tenderers that do not receive this confirmation email within 24 hours of sending the registration form, an email request must be forwarded to mellissa.nero@msunduzi.gov.za or alternatively call **033-392 3018**

The Municipality will continue to advertise its Tender Notices in the National Treasury e-Tender Portal and Municipal website, but the **tender documents will be emailed to potential tenderers that submitted their Tender Registration Form on time.**

Tenders must be submitted both in **hard copy and on a CD/USB Flash Drive** contained in sealed envelopes and marked with "**Contract No. SCM 39 of 20/21**" 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 Tuesday, 02nd March 2021**, 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

<u>No.</u>	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Company Existence	15
2.	Number of projects undertaken within similar project	10
3.	Experience: Number of years of experience of the Engineer	10
	Maximum points	35

Total points 35, Threshold of 60%, minimum score of 21 points or more for the bidder to be assessed and considered to the next stage.

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)