

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 32 OF 21/22

**PROVISION OF SAP ERP TRAINING AND CERTIFICATION FOR MSUNDUZI
MUNICIPALITY EMPLOYEES FOR A PERIOD OF 36 MONTHS**

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced Service Providers for the provision of SAP ERP training and certification for Msunduzi Municipality employees for a period of 36 months.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 10 November 2021**.

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R598.00 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted.

For any technical related enquiries, please contact Sipho Nxumalo (Expenditure Management Unit) on direct Telephone No. 033 – 392 2271 or e-mail address **sipho.nxumalo@msunduzi.gov.za** or alternatively Xolile Ngebulana (Information and Communication Information Unit) on direct Telephone No. 033 – 392 2248 or e-mail address **xolile.ngebulana@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

A compulsory Tender Briefing Meeting will be held on **Tuesday, 23 November 2021**, in the **10th Floor Boardroom, Professor Nyembezi Centre, 341 Church Street, Pietermaritzburg**, commencing promptly at **11h00**. ***Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all tenderers attending the meeting must be in possession of a tender document failing which the tenderer shall be disqualified.*** Only one representative per Company will be allowed to attend the above meeting due to Covid-19 protocols.

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 32 of 21/22**” and the **Contract Description** and must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, 3201, not later than **12h00 on Wednesday, 08 December 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 the 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. Tenderers will need to comply with the requirements under the Mandatory Evaluation phase before being considered for the Functionality Evaluation phase below:

No.	Functionality Evaluation Criteria	Maximum Points
1	Company Track Record	15 Points
2	Resources to be Allocated to the Project	15 Points
Total Functionality Points		30 Points
Minimum Threshold		80% (24 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.

M. P. KHATHIDE (CITY MANAGER)