

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 44 OF 22/23

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF DATA
MIGRATION, INTEGRATION MANAGEMENT, CHANGE MANAGEMENT AND TRAINING
SERVICES DURING THE IMPLEMENTATION OF SAP ERP/S4HANA WITH MSCOA
ENABLING FOR MSUNDUZI MUNICIPALITY AND SAFE CITY FOR A PERIOD OF 36
MONTHS**

TENDER NOTICE

Tender proposals are hereby invited from suitably qualified and experienced Service Providers for the provision of data migration, integration management, change management and training services during the implementation of SAP ERP/S4Hana with mSCOA enabling for the Msunduzi Municipality and Safe City for a period of thirty-six (36) months.

Tender documents will be made available to tenderers from **12h00 on Tuesday, 29 November 2022.**

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 **R1,120.27 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact either Siphon Nxumalo (Expenditure Management Unit) on direct Telephone No. 033 – 392 2271 or e-mail address **siphon.nxumalo@msunduzi.gov.za** or 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, 13 December 2022**, in the **EXCO Boardroom, 4th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg**, commencing at **10h30**. Tenderers arriving at the meeting after the stipulated starting time will 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 44 of 22/23**” 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 Monday, 23 January 2023**, 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: Tenderers 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:

No.	Evaluation Criteria	Maximum Points
1.	Company Track Record.	15
2.	Resources to be allocated to the project.	20
Total Functionality Points		35
Minimum Threshold to Qualify for Stage Two		80% (28 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 L. H. MAPHOLOBA (CITY MANAGER)