

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 50 OF 24/25

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) INTERNAL AUDITS AND CONSULTING SERVICES WITH THE EXPERTISE OF ENTERPRISE RESOURCE PLANNING SYSTEM: SYSTEMS, APPLICATIONS AND PRODUCTS (SAP) AND OTHER ICT RELATED PROFESSIONAL SERVICES TO THE INTERNAL AUDIT UNIT AS PER INTERNAL AUDIT THREE YEAR ROLLING AND ANNUAL AUDIT PLANS AND ADHOC AUDITS AND CONSULTING ACTIVITIES IN MSUNDUZI MUNICIPALITY AND ITS ENTITIES AS AND WHEN THE NEED ARISES

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced Service Providers to render Information and Communication Technology (ICT) internal audits and consulting services with the expertise of enterprise resource planning system: systems, applications and products (SAP) and other ICT related professional services to the Internal Audit Unit as per internal audit three year rolling and annual audit plans and ad hoc audits and consulting activities in Msunduzi Municipality and its entities as and when the need arises.

Tender documents will be made available to tenderers from **12h00 on Thursday, 03 April 2025**.

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 **R1,264.62 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Mr P. J. Mahlaba (Internal Audit Unit) on direct Telephone No. 033 – 392 2883 or e-mail address **petrus.mahlaba@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**.

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 50 of 24/25**” and the **Contract Description** and must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297;30.3610014), not later than **12h00 on Tuesday, 06 May 2025**, 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 meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act, Act No. 28 of 2024.

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

No.	Evaluation Criteria	Weights
1.	Company Profile – should include introduction, number of years in existence, footprint of the firm including its clients on SAP and traditional ICT auditing and other consulting activities.	10
2.	Directors and Key Strategic Partners.	10
3.	Methodology – Information and Communication Technology and SAP including the tools to be used in various audits.	35
4.	Resources (staff) with relevant and extensive experience on SAP audit and consulting engagements and traditional ICT audits undertaken in various fields. (Reference Letters of the firm and CVs of all key SAP auditors/consultants must be attached).	35
5.	Demonstrable experience of key staff in SAP and traditional ICT auditing/consulting in municipal environment under a category of a Metropolitan or Secondary City (also known as high capacity) Municipalities and Government.	10
Total Functionality Weights		100
Minimum Qualifying Threshold		70%

The allocation of Preference Points will be according to the following Specific Goals:

No.	Specific Goal	Description	Points
1.	Black Owned Enterprise	≥ 51% Black Owned Enterprise or 51% management control by South African Black people.	10
2.	Business Enterprise Owned by Women	Business Enterprise with at least 51% ownership and/or more than 51% management control by Women.	5
3.	Business Enterprise Owned by Disabled Persons	Business Enterprise with at least 51% ownership and/or more than 51% management control by Disabled Persons.	2.5
4.	Location of a Business Enterprise	Business location is defined as a place or structure occupied by a firm or enterprise to run its operations. This includes any structure or establishment used in conducting a business within the Msunduzi Municipality jurisdiction.	2.5
Total Preference Points (Specific Goals)			20

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.

MRS N. M. NGCOBO (ACTING MUNICIPAL MANAGER)