

**THE MSUNDUZI MUNICIPALITY**

**CONTRACT No. SCM 73 OF 20/21**

**CALL FOR PROPOSAL: PROVISION OF SAP ERP TRAINING AND CERTIFICATION FOR  
MSUNDUZI MUNICIPALITY EMPLOYEES**

**TENDER NOTICE**

The Msunduzi Municipality hereby invites tenders for the provision of SAP ERP training and certification to employees as and when the required.

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](http://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](mailto:procurement@msunduzi.gov.za) copy [phiwe.mthalande@msunduzi.gov.za](mailto:phiwe.mthalande@msunduzi.gov.za) for registration. The registration will start from **14 May 2021** until **24 May 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 **Phiwe Mthalande** with the tender document, time and date of the **Briefing Meeting**. Tenderers that do not receive tender document within 24 hours of the closing date of the registration, must forward query to [phiwe.mthalande@msunduzi.gov.za](mailto:phiwe.mthalande@msunduzi.gov.za) or alternatively call 033-392 2486.

**Tenders must be submitted both in hard copy and on CD/USB flash Drive contained in sealed envelopes and marked with “Contract No. SCM 73 OF 20/21”** with 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 15 June 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:-

No.	Evaluation Criteria	Maximum Points
1	Minimum three years' experience in providing SAP Training in Public Sector or Private Sector with specific reference to SAP ERP ECC. Two references to be included. The references should include the company name, contact person, and contract details where similar work has been completed.(failure to provide references will result in points being forfeited)	15 Points

2	Provide a resource plan. These must be accompanied by detailed CV's with certified copies of qualifications. All Resources must be SAP certified trainers and evidence must be attached in the form of certified copies of qualifications	15 Points
<b>Total Functionality Points</b>		<b>30 Points</b>
<b>Threshold to Qualify for Stage Two</b>		<b>24 Points (80%)</b>

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)**