

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 13 OF 20/21

**PROPOSAL CALL FOR A SERVICE PROVIDER FOR THE PROVISION OF A
PROPERTY SEARCH FACILITY FOR DEEDS OFFICE RECORDS AND MONITORING
TOOL FOR PROPERTY TRANSFER, SUBDIVISION AND CONSOLIDATIONS OF ALL
REGISTERED PROPERTIES THAT FALL WITHIN MSUNDUZI MUNICIPALITY AREA**

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers to do a proposal for the provision a property search facility for deeds office records and monitoring tool for property transfer, subdivision and consolidations of all registered properties that fall within msunduzi municipality area.

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 **Wednesday, 23rd September 2020** until Wednesday, **7th October 2020** 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 **Melissa Nero** with the tender document and the date of the **Virtual 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 procurement@msunduzi.gov.za or alternatively call **033-392 3018**

The Municipality will continue to advertise its Tender Notices in the National Treasury eTender 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 13 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 **05th November 2020**, 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 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.

STAGE 1

1. Functionality assessment criteria

Points for functionality will be determined in relation to the bidder's ability to meet the terms of reference as set out in this bid document and allocation points for functionality is as follows;

ITEM	FUNCTIONALITY	MAXIMUM POINTS
A. RESOURCES AND EXPERIENCE		
1. Training facilitators	Facilitators must demonstrate experience and ability to transfer skills to the Municipal users of the software. Cv's must be attached	20
2. Company experience	Proof of previous experience in the form of letter of award/ appointment or reference letter issued by the authority confirming appointment of the tender to provide an online deeds search tool.	20
A - Total		Total 40

2. TECHNICAL EVALUATION SCORING

ITEM	FUNCTIONALITY	MAXIMUM POINTS
B. PROJECT METHODOLOGY AND PROJECT PLANS		
1. Project processes required.	Bidder must provide evidence to demonstrate a structured approach and work methodology/approach through a concise capability statement/project proposal proving the ability to perform the activities as outlined in the Scope of Work.	30

2. Bulk searches	The bidder must be able to assist with bulk searches on request by the Municipality.	20
3. Skills transfer	Provision of a detailed structured skills transfer and capacity building program for the duration of the project with specific focus on the roll maintenance phase	10
B - Total		60
	Total Functionality Points for this bid is A + B	100 Points
	Threshold	80 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)