

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT NO.SCM 59 OF 2020/2021

**CALL FOR PROPOSAL:FACILITATION OF SAP ERP HAND-OVER FROM BUDGET
AND TREASURY TO CORPORATE SERVICE**

Tenders are hereby invited from suitably qualified and experienced Service Providers to do a proposal call for facilitation of SAP ERP handover from Budget and Treasury to Corporate Service

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: **Mellissa.nero@msunduzi.gov.za** / **procurement@msunduzi.gov.za** for registration.

The registration will start from **Thursday, 18th March 2021** until **Friday, 26th March 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 **Mellissa Nero** with the tender document and the date of the **Briefing Meeting**. Tenderers that do not receive this confirmation email within 24 hours of the registration closing date, an email request must be forwarded to **mellissa.nero@msunduzi.gov.za** or alternatively call **033-392 3018**

The Municipality will continue to advertise its Tender Notices in the National Treasury e-Tender 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 USB/Flash Drive** contained in sealed envelopes and marked with **"Contract No. SCM 59 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 **Wednesday, 21st April 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:

Stage 1: Functionality

<u>No.</u>	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Experience in SAP ERP Project Management or Quality Assurance in Public Sector or Private Sector with specific reference to SAP ERP ECC. Three references to be included. The references should include the company name, contact person, contract details and contract value where similar assignments were completed successfully.(failure to provide references will results to points been forfeited)	15
2.	Provide a resource plan. These must be accompanied by detailed CV's with certified copies of qualifications. All Resources must be SAP certified and possess experience in project management or quality assurance and evidence must be attached in the form of certified copies	15
	Total points	30
	Threshold 76% or 23 points	23

Total points 30, Threshold of 76%, minimum score of 23 points or more for the bidder to be assessed and considered to the next stage.

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)