

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT NO.SCM 8 OF 2022/2023

REQUEST FOR THE ACQUISITION OF A PLOTTER AND COMPUTER SOFTWARE PROGRAMMES

Tenders are hereby invited from suitably qualified and experienced Service Providers to provide a plotter and computer software programmes.

Tender documents will be available to tenderers from **14h30 on Monday, 25th July 2022**. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender 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, at a non-refundable tender deposit fee of **R672.16 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).

For any technical related enquiries, please contact **Mr. P Gumede/Ms D Naidoo(Human Settlements)** on Telephone No. 033 392 2071/033 392 3626 or e-mail address:phumlani.gumede@msunduzi.gov.za/devashnee.naidoo@msunduzi.gov.za.

For any procurement related enquiries, please contact **Mrs Mellissa Nero** (Supply Chain Management Unit) on direct Telephone No. 033 – 392 3018 or e-mail address: mellissa.nero@msunduzi.gov.za.

Tenders must be submitted both in **hard copy and on a USB/Flash Drive** contained in sealed envelopes and marked with “**Contract No. SCM 8 of 22/23**” 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 Monday, 22nd August 2022**, 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

No			Points
1	Experience of tenderer (Number of projects private & Public executed above 1000 people). Submit signed reference letters on a letter head for each project.	≥6 projects ≥3 ≤5 projects ≥1 <3 projects <1 project	20 10 5 0
2	Relevant qualification & post qualification experience of personnel. (National Diploma or Degree in Public Relations or relevant qualification). Submit a Curriculum vitae (CV) and certified copies of certificates.	≥10 years ≥3 ≤9 years ≥1 <3 years <1 year	15 10 5 0
3	Membership of the Southern African Association for the Conference Industry (SAACI) or Membership of Public Relations Institute of Southern Africa (PRISA) or Membership of Marketing Association of South Africa (MASA) or any other relevant membership body	≥3 ≥2 <3 1	10 5 3
4	Bank Rating (letter from the Bank indicating the bank rating)	A B C D	10 7.5 5 0
5.	Relevant qualification and post qualification experience of health and safety personnel. National Diploma or Certificates in Health & Safety. Submit a Curriculum vitae (CV) and certified copies of certificates.	≥10 years ≥3 ≤9 years ≥1 <3 years <1 year	15 10 5 0
Total Functionality points			70
Minimum points			49 (70%)

Total points 70, Threshold of 70%, minimum of 49 points or more for the bidder to qualify 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.

MRS. N NGCOBO (ACTING CITY MANAGER)