

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

SPECIALISED CONTRACT No. SCM 45 OF 17/18

**PROVISION OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT
SYSTEM (EDRMS) AND A ROLL OUT PLAN THAT COMPLIES WITH THE NATIONAL
ARCHIVES AND RECORDS SERVICES ACT (ACT 43 OF 1996) FOR ALL
DEPARTMENTS OF MSUNDUZI MUNICIPALITY**

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers for the above works. Only Service Providers who are Level 1 and Level 2 B-BBEE Contributors will be considered for appointment.

Tender documents will be available to tenderers from **14h00 on Tuesday, 12 December 2017**. 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 Building, 333 Church Street, Pietermaritzburg, at a non-refundable tender deposit fee of **R799.14 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted.

For technical enquiries regarding the scope of works, please contact Lumumba Jijana on either Tel. No. 033 392 261 6 or e-mail: Lumumba.Jijana@msunduzi.gov.za

For Supply Chain Management related matters, please contact Vinesh Govender on either Tel. No. 033-392 202 7 or e-mail: vinesh.govender@msunduzi.gov.za

A compulsory Tender Briefing Meeting for the above project will be held at 10h00 prompt on Friday, 22 December 2017, in the ICT Boardroom, 2th Floor, A S Chetty Building, 333 Church Street, Pietermaritzburg, 3201. Only one Tender Briefing Meeting will be held. An official will chair the meeting and answer queries raised by prospective Service Providers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register. ***Service Providers arriving at the meeting after the stipulated starting time will be disqualified. Service Providers attending the meeting must be in possession of a Tender Document failing which the Service Provider shall be disqualified. Service Providers producing only the Tender Briefing Certificate at the meeting will not be considered.*** No Service Provider will be allowed to represent more than one (1) Company at the meeting. Only one representative per Company or Joint Venture or Consortium will be allowed to attend the above meeting.

No Tenderer will be allowed to purchase or collect tender documents after 14h00 on 21 December 2017, and the Msunduzi Municipality will not be held liable for any loss or damages sustained by the Tenderer in this regard.

Sealed tenders endorsed on the envelope "**Specialised Contract No. SCM 45 of 17/18 and the Contract Description**" must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, not later than **12h00 on Thursday, 11 January 2018**, when they will be opened in public. Only tenders placed in the tender box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

Tender Validity period: Three (3) months commencing from the closing date of the 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	The Software solution must provide for Native Integration into SAP, in the form of the software being embedded into the SAP GUI and at an object level.	5 Points
2	The Service Provider must be the Certified Partner and must provide proof of accreditation from the software vendor. The certification must cover all elements of the implementation lifecycle.	5 Points
3	No. of Implementations in Public Sector of Electronic Document & Records Management Systems which is US DOD5015.2 certified.	10 Points
4	Due to the nature of the business, the Service Provider must undertake the project by utilising South African citizens who have ECM Experience.	5 Points
5	The proposed service provider must have experience in implementing an ECM solution which complies with the National Archives and Records Services Act & US DOD5015.2.	10 Points
6	The Service Provider No. of years' in terms of the respective vendor solutions and implementations experience, with representation in KwaZulu-Natal.	15 Points
7	Locality of the company, with ECM competencies in KwaZulu-Natal.	10 Points
Total Functionality Points		60 Points
Threshold to Qualify for Stage Two		70.00%

The Council 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 Council expects businesses within the Pietermaritzburg and Midlands Region to support its contract and affirmative action programmes.

SIZWE HADEBE (ACTING MUNICIPAL MANAGER)