

## BID NOTICE / ADVERT

**Makana Local Municipality invites all experienced and competent suitable service-providers that are fully equipped for the following.**

Project Name: **THE PROCUREMENT OF A COLLABORATIVE PROJECT MANAGEMENT TOOL OR SIMILAR WITH 30 ENTERPRISE USER SEATS.**

Tender number: **MLM/RFQ025/2020-21**

Compulsory Briefing: **No Briefing session**

Preference Points system: **80/20**

Closing Date& Time: **11 June 2021 @12h00**

Date advertised: **03 June 2021**

Bidders are required to submit the following documents:

- CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership must be submitted.
- Bidders must submit a valid SARS Tax status report Issued with a Pin
- Certified copies of identify documents of Directors
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9, failure to submit will result in disqualification.
- Certified copies of BBB-EE; failure to submit will result in loss of points.
- Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months in arrears must be attached to and be returned with the Tender documents, failure to submit will result in disqualification.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
- **NB:** For JV and partnership each Director must complete and sign the MBDs, each partner must submit CSD; ID and Partnership agreement to be submitted. **Failure will result in disqualification**
- **RFQ's** which are late, incomplete, unsigned or submitted by fax to email or electronically, will not be accepted. Courier services can be used to submit the RFQ on behalf of the bidder, however late RFQ's will not be accepted.
- Documents to be filled with black ink.

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

Failure to supply all required and supplementary information will result in the RFQ being deemed non-responsive; and therefore the RFQ will not be considered for award.

**Functionality Evaluation Criteria**

**NB:For detailed functionality criteria Please refer to the Tender document**

<b>Company Profile</b>  <b>Years in Existence &gt; 3+ years = 10</b> <b>&lt; 3 years = 5</b>	<b>10</b>
<b>Company Past Experience in Supply &amp; Delivery with reference letters from Client Stating Duration of Project.</b>  <b>0 – 1 year = 10 points</b> <b>&gt;1 – 3 years = 30 points</b> <b>&gt;3 – 5+years = 40 points</b>	<b>40</b>
<b>Timeframe for Delivery:</b>  <b>0 – 7 days = 30 points</b> <b>7 – 14 days = 20 points</b>	<b>30</b>

<b>Financial Bank Rating (A,B and C = 10 Points) (Other=0)</b>	<b>10</b>
<b>Training On Use of the Product (1 Week)</b>	<b>10</b>

Bids must only be submitted on the bid documentation provided by the municipality. One envelope system will be followed.

Bid Documents: will be available at Makana Municipality Finance Offices for each tender document from **03 June 2021**

Closing Date: Completed bid documents in sealed envelopes, clearly marked “**THE PROCUREMENT OF A COLLABORATIVE PROJECT MANAGEMENT TOOL OR SIMILAR WITH 30 ENTERPRISE USER SEATS.; MLM/RFQ025/MM/2020-21**” should be deposited in the **RFQ BOX** situated **DOWNSTAIRS** at Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **11 June 2021 @12h00.**

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Enquiries are to be directed to Project Manager-**Mr. Thapelo Matshuisa** on [TMatshuisa@makana.gov.za](mailto:TMatshuisa@makana.gov.za) and SCM related queries to **Ms. Thulisa Dukashe- 046 603 6222** email [tdukashe@makana.gov.za](mailto:tdukashe@makana.gov.za)

Issued by office of the Municipal Manager:  
Mr.M. Mene



MR.MOPPO MENE  
MUNICIPAL MANAGER