



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY

BID NUMBER:	41/2023/2024	CLOSING DATE:	14 DECEMBER 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF E-PMS SUPPORT AND FULLY AUTOMATED ELECTRONIC SYSTEMS FOR THIRTY-SIX (36) MONTHS				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS)

OLD AGRIVEN BUILDING

THOHOYANDOU

0950

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED

TOTAL BID PRICE

R

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS
SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	FINANCE	CONTACT PERSON	MS NEMAHENI L.V
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7608
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	015 962 4020
FACSIMILE NUMBER	015 962 4020	E-MAIL ADDRESS	
E-MAIL ADDRESS	MudziliTP@thulamela.gov.za		



MBD1

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....



THULAMELA MUNICIPALITY

INVITATION TO BID

PROVISION OF E-PMS SUPPORT AND FULLY AUTOMATED ELECTRONIC SYSTEMS FOR THIRTY-SIX (36) MONTHS

Thulamela Municipality invites prospective service providers for provision of the following service:

Bid Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: 41/2023/2024	Provision of e-PMS support and fully automated electronic systems for thirty-six (36) months	R3.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Ms Nemaheni L.V. (015 962 7608) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from **14 November 2023 at a non-refundable bid price of R3.00 per page**. or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the **SCM-FORMS sub folder** on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g., CK).
- ❖ Proof of registration on CSD.

BID No. 41/2023/2024: PROVISION OF E-PMS SUPPORT AND FULLY AUTOMATED ELECTRONIC SYSTEMS FOR THIRTY-SIX (36) MONTHS

- ❖ CV and a Degree in Business Management or Strategic, Monitoring and Evaluation Management or Finance and have at least five (5) years' relevant experience for team leader.
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid) Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- ❖ All successful bidders will be required to do a presentation to the Municipality before appointment.
- ❖ List of similar projects completed (experience via appointment to Implement an Automated Web Based PMS System at least five (5) Municipalities) in the last 10 years by the company with descriptions, client's contact details and contract values (Attach signed appointment letters and/or purchase orders). NB: The municipality reserves the right to conduct verification with the referred clients of the similar completed projects.

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

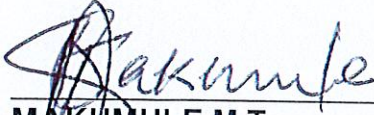
Sealed bid documents must be submitted in envelopes clearly indicating ***"BID NUMBER AND DESCRIPTION"*** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou**, by no later than **11H00 on, 14 December 2023**.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

BID No. 41/2023/2024: PROVISION OF E-PMS SUPPORT AND FULLY AUTOMATED ELECTRONIC SYSTEMS FOR THIRTY-SIX (36) MONTHS

Bids may only be submitted on the bid documentation provided by the municipality.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.



MAKUMULE M.T.
MUNICIPAL MANAGER

07. 11. 2023

DATE

BID No. 41/2023/2024: PROVISION OF E-PMS SUPPORT AND FULLY AUTOMATED SYSTEMS FOR THIRTY-SIX (36) MONTHS

Scope of work

1. Implementation of an Automated Performance Management System to manage the monitoring, reporting and evaluation of the IDP and SDBIP. The system must facilitate:

- The easy update of performance objectives,
- The upload of proof of evidence,
- Compilation of quarterly, mid-year and annual performance reports and
- The auditing thereof.

2. Detailed audit logs should be available for assurance purposes.

3. Implementation of an automated individual performance management system to facilitate the compilation of individual performance scorecards (performance contracts) for various levels of officials in the municipality for managing the quarterly assessments and annual evaluations. The individual performance management system must be integrated with the Institutional system (SDBIP) of all levels that employee performance management that the performance management has been downward cascaded to;

4. Training the Performance Management team and other identified officials in the use and maintenance of the system as system administrators.

5. Providing ongoing system support.

6. Training the Municipal Manager, Directors, Managers and data capturers in the use of the system.

7. Training the Assurance Providers (Internal Auditors) to use the system to conduct performance auditing.

8. Training the Internal Auditors to use the system to conduct performance auditing.

The Automated Performance Management System must at least have the following functionalities (as a minimum requirement):

1. A Web based system that is supported with the appropriate levels of security and data protection.
2. Easy and secure access by all users as per the access levels at the municipality.
3. On-line capturing of performance data (including KPIs and projects).
4. Automated notifications and reminders
5. The SDBIP module must allow for the opening and closing of time periods.
6. The system must allow for the pulling of mSCOA compliant financial data for performance reporting purposes.
7. Uploading of electronic supporting documentation as attachments.
8. Ability to capture and report on achievements, challenges, corrective action and method of calculation.
9. Functionality for Internal Auditors to review and make comments.
10. Functionality of Performance Management Unit to make comments.
11. Allow the extraction of reports in various formats -user defined variables.
12. Dashboards and colour coded scoring for monitoring and reporting purposes.
13. Audit trail reports of activities by all users.
14. Functionality to export and import data from and to other systems or applications.
15. Integrated Institutional and Employee performance management modules.
16. Functionality of employee assessments to be conducted directly in the system.

17. Functionality for self-assessors and assessors to view all captured data, inclusive of targets, actual performance, comments, supporting documentation as well as Internal Audit comments.

18. Functionality for automated calculation of assessment results and extraction of detailed and summary reports on the outcomes of assessments.

19. Data back-ups to be made on a monthly basis by the service provider.

20. Data captured in the system remains the property of the municipality and may not be made available to any other entity without written consent.

The service provider must be able to provide training of the automated PMS system.

The system must make a provision for daily back up information.

The system must accommodate the following:

- POE uploading and viewing.
- Audit Trails
- Ability to upload performance agreements, SDBIP.
- Performance assessment calculator
- Performance system must be linked to a Mobile App solution on iOS or Android for Mobile capability.

Ability for Internal Audit to review performance on the system.

- ❖ **All successful bidders will be required to do a presentation to the Municipality before appointment.**

The following is a statement of similar work executed by the company/ies in the last ten (10) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed