



MBD1

PART A INVITATION TO BID

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

NOTICE NUMBER:	N17/2023/2024	CLOSING DATE:	14 MARCH 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	SUPPLY AND INSTALLATION OF CLOUD SERVICE DESK SOFTWARE				

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]

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

MR DAVHULA K

CONTACT PERSON

MUDZILI TP

TELEPHONE NUMBER

015 962 7718

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:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA LOCAL MUNICIPALITY

INVITATION TO NOTICE

Thulamela Local Municipality is inviting capable Service Providers for the supply, delivery, installation, and programming of two-way communication radios.

Bid Number	Project Description	Non-Refundable Bid Price	Contact Persons	Evaluation Criteria
No.: N17/2023/2024	Supply, and installation of cloud service desk software	R3.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free.	Mr Davhula K. (015 962 7718) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system and functionality.

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) at a **Non-refundable bid price of R3.00 per page** as from **29 February 2024** 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)

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- ❖ Proof of registration on CSD
- ❖ 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.
- ❖ List of similar executed projects completed by the service provider in the last 5 years with clients contact details, description, and contract values (Attached signed appointment letters or purchase orders and testimonial letters)

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 and functionality.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Appointment and reference letters	80
Project implementation plan	20

Functionality will be scored out of 100% and bidders who score less than 70% will be disqualified for further evaluation.

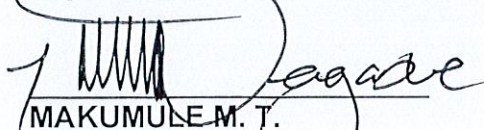
Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder)	2

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 the Civic Centre, by no later than 11H00 on, 14 March 2024.

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.

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

08/01/2024
DATE

Supply and Installation of Cloud Service Desk Software

Qty	Description	Unit Price	Total Price
	<u>Incident management</u>		
	<u>Customizable ticket templates</u>		
	<u>Visual ticket lifecycle builder</u>		
	<u>No-code ticket handling automation</u>		
	<u>Self-service portal</u>		
	<u>Knowledge base</u>		
	<u>SLA management and escalations</u>		
	<u>Reporting and live dashboards</u>		
	<u>IT service desk</u>		
	<u>Multi-modal asset discovery and import</u>		
	<u>Visual asset lifecycle builder</u>		
	<u>Software asset management</u>		
	<u>Asset loans</u>		
	<u>Asset inventory reports and analytics</u>		
	<u>IT asset management</u>		
	<u>Purchase and contracts management</u>		
	<u>Service catalog</u>		
	<u>Problem management</u>		
	<u>Change enablement and release management</u>		
	<u>Change and release workflow builders</u>		
	<u>IT project management</u>		

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	<u>CMDB</u>		
10	License for Ten Technical Support team		
	Sub-total (Excl.)		
	VAT @ 15%		
	Total		

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Functionality

Functionality will be scored out of 100% and bidders who score less than 70% will not be considered for further evaluation.

REQUIREMENTS SCORE SHEET						
Requirement Description	Available		Attached		Attachment Reference	Marks
2x Appointment and Reference letters for ICT Projects R500K+ all 2(40 per letter)	Y	N	Y	N	B	80
2x Appointment and Reference letters for ICT Projects R200K+ all 2(25 per letter)	Y	N	Y	N	B	50
2x Appointment and Reference letters for ICT Projects R100K+ all 2(15 per letter)	Y	N	Y	N	B	30
Project Implementation Plan	Y	N	Y	N	C	20
Total						

REQUIREMENT	Points Allocated
2 x Appointment and Reference letters for any ICT project to the following value:	
• R500k and more	80%
• R200k to R499K	50%
• R100k to R199K	30%
Project Implementation Plan	20%

The following is a statement of similar projects executed by the company/ies in the last five (5) years:

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