



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	45/2023/2024	CLOSING DATE:	17 NOVEMBER 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	SUPPLY, DELIVERY AND INSTALLATION OF THE COUNCIL BOARD PACK SYSTEM				
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	MR MUDZILI TP		TELEPHONE NUMBER	015 962 7718	
TELEPHONE NUMBER	015 962 7629		FACSIMILE NUMBER	015 962 7625	
FACSIMILE NUMBER	015 962 4020		Nemakwaraniri@thulamela.gov.za		
E-MAIL ADDRESS	mudziliip@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 MUNICIPALITY

INVITATION TO BID

SUPPLY, DELIVERY, AND INSTALLATION OF THE COUNCIL BOARD PACK SYSTEM

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

Bid Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: 45/2023/20 24	Supply, delivery, and installation of the Council board pack system	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.

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 **31 October 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 bidders 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.

BID No. 45/2023/2024: SUPPLY, DELIVERY, AND INSTALLATION OF THE COUNCIL BOARD PACK SYSTEM

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.
- ❖ 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 and/or official purchase orders)

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

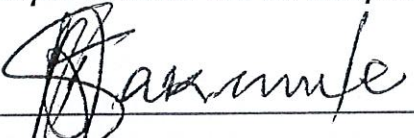
BID No. 45/2023/2024: SUPPLY, DELIVERY, AND INSTALLATION OF THE COUNCIL BOARD PACK SYSTEM

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, **17 November 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.

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

27 . 10 . 2023
DATE

Supply, Delivery and Installation of Council Board Pack System

Qty	Description	Unit Price	Total Price
	Features		
	Meeting Management and Collaboration Pre-Meeting Management Schedule and publish one- or multi-day meetings. Build the agenda via drag and drop. Circulate meeting packs and last-minute amendments in one click. Monitor agenda delivery status. Send and receive meeting notifications. Create Private or Shared Annotations online or offline.		
	Meeting Presentation Conduct remote meetings. Present, vote, and collaborate in real-time and on any device. Use live meeting tools such as Shared Annotations, Laser Pointer Tool, and Page synchronization. Navigate through the board pack by agenda item or page thumbnail. Take meeting minutes and notes easily.		
	Post-Meeting Management Send Meeting Summary instantly via email. Export meeting pack as PDF for distribution and record keeping. Generate minutes instantly using a custom template. Review meeting packs and minutes. Track and monitor action points.		
	Powerful Collaboration Tools Manage documents using Document Library. Cast votes in real time. Circulate resolutions. Track the status of review of documents with Review Room. Post and share company news and updates. Sign documents anytime, anywhere Government-Approved Security Features		
	User Accounts, Document, and System Security Preferences Configure system settings and customize access rights. Track user logs and activities. Ensure account security with customized password policies and expiration periods. Set session timeouts and limit sign-in retries. Protect documents with Multi-Level User and Document Encryption. Add customizable watermarks to meeting documents.		
	Device Security Access encrypted files on storage. Delete stored offline data downloaded to a device remotely if it is lost or stolen.		

	Secure User Authentication Touch ID Active Directory Integration** Multi-Factor Authentication***		
	Hosting Options - Cloud (Hosted) AICPA (SOC 1/2/3) compliant and ISO 9001, 27001, 27017, and 27018-certified hosting facilities. Data Segregation. Multiple Availability Zones. 24/7 Intrusion Detection System (IDS) and Intrusion Prevention System (IPS). Back-up and recovery.		
	On-Premise (Self-Hosted) * Data at rest is protected with AES 256-bit encryption while data in transit is protected with 2048-bit Transport Layer Security and RSA 2048-bit encryption ** Access Directory Protocol (LDAP) or Active Directory Federation Services (ADFS) *** One-time Pin (OTP), Device Registration		
	Licensing for 80 Users		
	Sub-total (Excl.)		
	VAT @ 15%		
	Total		

Functionality

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

REQUIREMENT	Points Allocated
2 x Appointment letters and Reference letters for implementation of similar projects	
2x Appointment and Reference letters for ICT Projects R2M+ all 2(40 per letter)	80%
2x Appointment and Reference letters for ICT Projects R1M+ all 2(25 per letter)	50%
2x Appointment and Reference letters for ICT Projects R500K+ all 2(10 per letter)	20%
Project Implementation Plan	20%

The following is a statement of similar work 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