



BID NOTICE

Bid No:	Description	Tender closing date	enquiries
SCM 01/01/2018	PROVISION OF LEGAL SERVICES – THREE YEAR CONTRACT	08 February 2018 Time: 11:00	Technical Enquiries: Ms L Mantyi SCM Enquiries: Mr A Dlula 040 - 6733 095
8/2/601/2017-2018	Supply of Microsoft Server Software	08 February 2018 Time: 11:00	Technical Enquiries: Mr M Fekema SCM Enquiries: Mr A Dlula 040 - 6733 095
8/2/602/2017-2018	Server Consolidation and Virtualization	08 February 2018 Time: 11:00	Technical Enquiries: Mr M Fekema SCM Enquiries: Mr A Dlula 040 - 6733 095

The Municipality is requiring a service provider for the above mentioned services. The document will be available at Ngqushwa Municipality at a cost of **R150 non-refundable for above mentioned tenders** to the service provider/supplier 16 January 2018 at Ngqushwa Municipality, ERF 313, Main Road, Peddie.

Completed Bid documents are to be placed in a sealed envelope endorsed the above mentioned services must be deposited in the Bid Box, at the offices of the Ngqushwa Local Municipality, **not later** than the above 08 February 2017 mentioned date at **11h00**.

EVALUATION CRITERIA WILL BE AS FOLLOWS

FUNCTIONALITY CRITERION

CRITERIA	WEIGHTING
EXPERIENCE	40
EXPERTISE	40
METHODOLOGY	20

PLEASE NOTE:

A minimum score of 70 points out of 100 must be scored for Functionality. Bidders, who do not obtain the minimum score for functionality, will not be considered for further evaluation.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2011 (PPPFA) POINTS WILL BE AWARDED AS 80/20 points

Price	-	80 points
B-BBEE	-	20 points

SUPPLIERS/SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- A current tax clearance certificate of South African Revenue Services is to be submitted with the completed tender.
- Bid Document must be completely filled in black ink only
- Detailed proposal of the bidder to be attached with a company profile with contactable references
- The NGQUSHWA MUNICIPALITY Supply Chain Management Policy will apply;
- Bidders are required to submit an original and valid certified B-BBEE Status Level Verification Certificates thereof together with their bids, to substantiate their B-BBEE rating claims.
- Bidders to submit proposals indicating their company profile, cost, experience and with contactable reference
- The NGQUSHWA MUNICIPALITY does not bind itself to accept the lowest tender or any tender and reserves the right to accept the whole or part of the tender;
- Bidders must submit certified registration certificate to the law society
- Failure to meet the above stated minimum requirements will result in a tender being considered non-responsive and therefore not considered for the award of the contract.
- Failure to complete all tender forms, data sheets and submit all supplementary information will lead to the tender being considered non-responsive.
- All bids are valid for 90 days after the bid closing date.
- Tenders which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- NGQUSHWA MUNICIPALITY will not take responsibility for incorrectly delivered bids sent by courier. It is the bidder's responsibility to make sure that their bid is correctly delivered in the tender box on or before the closing date of this bid.
- **Only Service Providers registered on the Central Suppliers Database will be considered.**
- Must provide a Municipal Levy Clearance Certificate/Municipal account of not older than three months from a municipality where the entity operates (lease agreements and sworn statements / affidavits are also accepted). Failure to do so will result in disqualification.

MRS M MPAHLWA
MUNICIPAL MANAGER