



**GOVAN MBEKI MUNICIPALITY**

**QUOTATION NO.: 8/3/1-16/2022**

**NOTICE NO: 54/2022**

**CLOSING DATE: 19/10/2022 AT 12H00**

**PROVISION OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM/SOLUTION FOR GMM A PERIOD OF 36 MONTHS**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for Provision of An Electronic Document and Records Management System/Solution for GMM A Period Of 36 Months

Tender documents and specifications are available and can be downloaded on the National Treasury E-Tender Portal. The Documents will be from the **5<sup>th</sup> Of October 2022**.

The closing time for receipt of the Bid is **12:00hrs** on **19/10/2022**. Telegraphic, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted. The quotation box will be emptied just after closing time on the closing date. Hereafter all quotations will be public.

A compulsory Clarification meeting with representatives of the employer will take place at the Lillan Ngoyi Centre, Fisant Street, Secunda, 2302 on the **12<sup>th</sup> of October 2022** starting at 10H00

Any technical enquiries relating to the Bid document may be directed to the **Ms. DP Shabalala on 017 620 6052**

Any SCM enquiries relating to the Bid document may be directed to the **Sipho Madondo on 017 620 6193/6025/6457**.

Fully completed Bid documents, clearly marked "Bid No: **8/3/1-16/2022: PROVISION OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM/SOLUTION FOR GMM A PERIOD OF 36 MONTHS** with "NAME OF SUPPLIER" must be placed in a sealed envelope and placed in the tender box at **Secunda Head Office, Horwood Street, CBD, Secunda, 2302** by no later than 12h00 on **19/10/2022**. The envelope must be endorsed with number, title and closing date as indicated above.

*Bidders will be evaluated on functionality whereby **80 points** out 100 points has to be attained before financial proposals can be looked at.* A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Govan Mbeki Local Municipality where 80 points will be allocated in respective of price and 20 points in respective of BBBEE.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

**The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)**

- **Original certified copy of valid BBBEE Certificate (Compulsory but failure to submit, no points will be awarded for BBB-EE) only SANAS accredited or Affidavits will be accepted).**
- **Copy of company registration certificate (CK) – Compulsory**
- **Copy/ print Tax Compliance status pin issued by SARS - Compulsory**
- **Copy of current municipal account (not older than 3 months) or copy of Valid Lease Agreement, with statement from Landlord – Compulsory**
- **Valid CSD summary report – Compulsory**
- **Joint Ventures Agreement (in case of a Joint Venture) – Compulsory**
- **Joint Ventures must be registered on CSD as Joint Venture**
- **Approval of exemption on local content from DTI must be attached with bidding document, as and when applicable – Compulsory**
- **All forms must be filled in full – Compulsory**

**Mr EN MASEKO  
MUNICIPAL MANAGER  
GOVAN MBEKI MUNICIPALITY  
Main Municipal Building  
Horwood Street  
SECUNDA  
2302**