



GOVAN MBEKI MUNICIPALITY

TENDER NO.: 8/3/1 – 28/2023

CLOSING DATE: 22/09/2023 AT 12H00

TENDER DESCRIPTION

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

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for the “Provision of an electronic document and records management system/solution for GMM for a period of 36 months”

The final tender documents and specifications are available and can be downloaded free from the e-tenders portal website www.etender.gov.za

The closing time for receipt of tenders is **12:00hrs** on **22/09/2023**. Unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public.

Any technical enquiries relating to the tender document may be directed to Ms DP Shabalala at 017 620 6052

A non-compulsory clarification meeting with representatives of the employer will take place at the Lillian Ngoyi Centre, Fisant Street Secunda on **30/08/2023** starting at **10h00**. Contract documentation will not be available on site.

Fully completed tender documents, clearly marked **“Tender No. 8/3/1-28/2023: “PROVISION OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM/SOLUTION FOR GMM FOR A PERIOD OF 36 MONTHS””** with **“NAME of TENDERER”** must be placed in a sealed envelope and placed in the tender box provided by **Govan Mbeki Municipality on the ground floor, Horwood Street, Secunda, 2302** by no later than 12h00 on **29/09/2023**. The envelope must be endorsed with number, title and closing date as indicated above.

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 Municipality where 80 points will be allocated in respective of price and 20 points for a specific goal. Govan Mbeki Municipality Supply Chain Management Policy allocate 20 points as follows:

- *race (6);*
- *people with disability (4);*
- *youth (4);*
- *woman (4); and*
- *Implementing reconstruction and development programme (2).*



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

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

- **Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status-Compulsory**
- **Copy of company's municipal service account or all its directors (not owing more than 3 months from the date of tender publication) or signed copy of lease agreement - Compulsory**
- **CSD summary report – Compulsory**
- **Joint Venture Agreement (In case of a Joint Venture) – Compulsory**

MR E N MASEKO
MUNICIPAL MANAGER
GOVAN MBEKI MUNICIPALITY
Secunda Municipal Building
Horwood Street
SECUNDA
2302