



TENDER NO. MN 128/2018

IMPLEMENT AND MANAGE A BACK OFFICE ADMINISTRATION AND CONTRAVENTION MANAGEMENT SYSTEM FOR THE PROCESSING OF MUNICIPAL COURT DOCUMENTS AS REQUIRED IN TERMS OF THE CRIMINAL PROCEDURES ACT AND TO PROVIDE SPEED EQUIPMENT FOR LAW ENFORCEMENT FOR A PERIOD OF THREE YEARS.

In terms of Chapter 11 of the Municipal Finance Management Act No 56 of 2003, tenders are hereby invited for the above.

The physical address for collection of tender documents is: The Office of the Director: Community Safety, Lavoipierre Building, 2 Industria Crescent, KwaDukuza upon presentation of a receipt proving prior payment of a non-refundable fee of **R214.00** (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. (Cash or bank guaranteed cheques only). **Tender documents will be available from 10h00 on 16 July 2019. The cut-off time for selling of tender document is 15h00 on 25 July 2019** Documents to be collected from Community Safety Law Enforcement Admin Office, from the Enquiries Clerk, Sne Ngema (032 437 5177) or Matsidiso Cindi 032 437 5177. Technical queries contact Sithembiso Zungu – 032 437 5194.

A compulsory clarification meeting with representatives of the Employer will take place at the PMU Boardroom, 2 Industria Crescent, PMU Building, KwaDukuza, starting at 10h00 am on **26th July 2019**. Failure to attend the compulsory clarification meeting will disqualify the tender. Only those contractors who are in possession of a tender document shall be permitted to attend and participate in discussion at the compulsory clarification meeting. Doors to the venue will be closed at **10H00. NO LATE TENDERERS WILL BE ALLOWED INTO THE VENUE**

Tenders shall be placed in sealed envelopes, endorsed **“TENDER NO. MN 128/2018- IMPLEMENT AND MANAGE A BACK OFFICE ADMINISTRATION AND CONTRAVENTION MANAGEMENT SYSTEM FOR THE PROCESSING OF MUNICIPAL COURT DOCUMENTS AS REQUIRED IN TERMS OF THE CRIMINAL PROCEDURES ACT AND TO PROVIDE SPEED EQUIPMENT FOR LAW ENFORCEMENT FOR THE**

PERIOD OF THREE YEARS” and be placed in the **Tender Box** at the Municipal Offices, 14 Chief Albert Luthuli Street, KwaDukuza, no later than 12h00 on

12 August 2019 at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Late, electronic or faxed tenders will not be accepted.

Tenders will be evaluated and adjudicated according to the following criteria: -

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulation. 2017 (B-BBEE Status Level of Contribution - an original or certified copy of the certificate is required).
- Contractor shall be registered on the National Treasury’s Central Supplier Database.
- Council’s Supply Chain Management Policy.
- Prices tendered must be firm and inclusive of VAT.
- Contractor shall provide the Municipality with its CSD Master Registration number to verify its Tax matters.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from the landlord indicating that the levies are not in arrears.
- Certificate of Attendance at the clarification meeting.
- Validity period is 90 (consecutive) days.

All prospective tenderers will be screened in accordance with the National Treasury’s Defaulters Database.

Council does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender and preference will be given to Affirmative Business Enterprises. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company. Canvassing in any form in the gift is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from persons in the services of any organ of the state

NJ Mdakane
MUNICIPAL MANAGER