

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
Tel: (039) 259 5000/5300  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 31/01/2019  
KZN435/18/19/015/CORP

### INVITATION TO TENDER RE- ADVERTISMENT UMZIMKHULU LOCAL MUNICIPALITY

UMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
SERVER INFRASTRUCTURE UPGRADE (36 month contract)	ULM-CORP 001/19	08/02/2019 @10h00

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the non-refundable payment of **R200 per document** or a bank guaranteed cheque made out to **uMzimkhulu Municipality** during working hours between **09:30am** and **16:00pm** from the **31<sup>st</sup> of January 2019**; cut-off time for buying documents is the **05<sup>th</sup> of February 2019, 15 minutes before the briefing time.**

Compulsory briefing meeting is scheduled to take place at **Umzimkhulu Municipality Main Building, 169 Main Street, and UMzimkhulu 3297**

**Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted**

- Registered on Central Suppliers Database (CSD) attach proof of Registration
- Valid BBBEE certificate certified or original
- MBD 4, 8 & 9 -
- Municipal rates certificate / statement for the Directors and the company  
Confirm that Municipal rates are not in arrears for more than 90 days or;  
Attach valid lease agreement if the company is leasing the office space  
Attach a valid lease agreement if the director is leasing accommodation
- Attach affidavit if the account is under your parents , siblings , grandparents and you are not paying any Municipal rates  
Copy of a marriage certificate if Municipal account in under your spouse
- Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be

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provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head.

**80/20 Preference Point System will be used on the following project, functionality will be considered and uMzimkhulu Local Municipal SCM policy.**

### Evaluation Criteria

#### Functionality

Evaluation minimum threshold is 60% or 48 points

Criteria	Basis for points allocation	Score	Max. Points	Verification Method
<b>Relevant Experience</b> (Name of traceable references with contact details to be included for verification). The company must have completed at least 5 server projects specific to server upgrade in the last 5 years; for each project an appointment letter and a letter of completion must be provided.	No. of projects completed 5 and above - Excellent	Excellent	20	List of projects Appointment letter and reference letter
	4 – Good	Good	15	
	3 - Fair	Fair	10	
<b>Methodology</b> Methodology sets out the manner in which the bidder will carry out the work. clear timeframes for completion of the project (maximum of up to three months), clear project budget aligned to the tasks and activities as per implementation requirements	Clear methodology with concise work breakdown structure, timeframe of two (3) months, clear project budget aligned to the tasks and activities.	excellent	20	Project methodology
	Partially touched in all aspects	Fair	10	
<b>Expertise</b> The criteria that is to be used is as follows: Qualification of key employees <ul style="list-style-type: none"> <li>o Qualified Microsoft Specialist</li> <li>o Qualified Project Manager</li> </ul>	All the three qualification	Excellent	20	Attach CV and certified copies of qualifications certificates
	Microsoft specialist plus one of any of the two	Good	15	
	Only a Microsoft specialist	fair	10	

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<ul style="list-style-type: none"> <li>○ Qualified CGEIT (Corporate Governance Enterprise IT) Specialist</li> </ul>				
<p><b>Accreditation</b></p> <p>Partnership with manufactures that supply products for proposed solution.</p> <ul style="list-style-type: none"> <li>○ Microsoft Silver Datacentre Status</li> <li>○ Veeam Partner Status</li> <li>○ Cyberoam Firewall Partner Status</li> <li>○ HP Business Partner</li> </ul>	Has partnership with all the manufacture's	Excellent	<b>20</b>	attach proof of partnership status

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 60 % of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive

**NB: on accreditation segment service providers must get full points (100%)**

**120 days Price Validity**

### Contact Details

**All other enquiries shall be directed to:**

Attention : Mr G Mngqundaniso  
Telephone : (039) 259 5007  
Fax No : (039) 259 0427  
Email Address : [mngqundanisog@umzimkhulum.gov.za](mailto:mngqundanisog@umzimkhulum.gov.za)

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### Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of UMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 8<sup>th</sup> of March 2019** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

**The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. UMzimkhulu Municipality Supply Chain Management policy will apply**

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**Z. S. SIKHOSANA**  
**MUNICIPAL MANAGER**