



(045) 932 8196



(086) 216 8784

ELUNDINI MUNICIPALITY
IKAMVA ELIGAQAMBILEYO



1, Seller Street, Maclear, 5480

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated at 1 Seller Street, Maclear, Finance Department, Cashiers Reception area before 12h00 on the 19 July 2016. For **queries** please email to Ms. N. Thuli on thulin@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Mr. Mandla Jara Tel: 045 932 8149

Finance Department: Ms. N Thuli Tel: 045 932 8196

DEVELOPMENT OF ADDITIONAL POLICIES: ELM-4/001/2016-2017

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A valid and original Tax Clearance certificate.
- Tax compliance status document with PIN from SARS
- Certified copies of Company Registration certificate and IDs
- An original or certified BEE certificate copy
- 80/20 preferential procurement point system will be applied
- Firm Delivery Period from date of receiving order and make / manufacture of the enclosures must be indicated
- If correct and defect free delivery is not received by the indicated agreed date the contract will be immediately terminated
- CSD registration report
- Completed MBD 4, MBD8 and MBD 9 (downloadable on the website and found at Supply Chain Office)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises if you aren't.

NB: No quotations will be considered from persons in the service of the state!

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

DATE 13-07-2016



SPECIFICATION

1. BACKGROUND

ELUNDINI LOCAL MUNICIPALITY (ELM) recently developed ICT procedure manuals it transpired that the municipality needed additional policies, also DPSA requires municipalities to develop and implement ICT governance frame work, ICT charter and delegation frame work.

2. OBJECTIVES

Each department is unique as such requires different features and policies to be developed for efficient processing of day to day business processes and systems compliance, on the NET platform. The below details briefly the expected feature and functionality, but this not the limit and is expected that the successful bidder will also provide additional feature and functionality that will be required to complete a comprehensive feature rich collaboration.

3. SCOPE OF WORK

Development of the following policies:

- ICT governance frame work
- ICT charter
- Internet policy
- Media policy
- Notebook – Laptop
- Privacy policy
- Servers Security Policy
- Social Media Policy
- Web Content Management Policy
- IT Asset Control and Disposal Policy
- Hardware maintenance policy
- Server Environment policy

4. EVALUTION CRITERIA

ITEM	CRITERIA FOR FUNCTIONALITY Minimum 80 Points required for you bid to be considered	POINTS
1	Local Eastern Cape based resource/s with 5 + years' experience in SharePoint Implementation (Proof of residential)	40
2	Minimum 3 successful projects implemented in the EC (Provide CV)	40
3	Recognised project methodology with clear timeframes	10
4	Clear Change Management and handover plan	10
	TOTAL POINTS	100

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30, 000.00**



Price - **80 point**
B-BEE status level of Contribution - **20 points**

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non - compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Maclear
5480

Published on 13 July 2016