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### ELUNDINI LOCAL MUNICIPALITY REQUEST FOR PROPOSALS

The Elundini Local Municipality is requesting for proposals on developing, review, supply and implement of the following goods and services:

Project Name	Bid Number	Closing Date
Provision of ICT Governance and Policy Development	ELM-4/006/2021-2022	Friday, 27 August 2021
Provision of Email Cyber Resilience Professional Solution for a Period of three (3) years	ELM-4/007/2021-2022	Monday, 27 September 2021

The Elundini Local Municipality is looking for a service provider to develop, review, supply and implementation of the following goods and services:

- Developing, reviewing and finalization of ICT Policies for the period of two (2) months
- Supply and implement an E-mail Security, Continuity and Archiving including E-mail Branding for a period of three (3) years

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the regulations pertaining thereto (2017) PRICE AND B-BBEE: Price 80, B-BBEE 20

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit. The tender documents will be available from Friday, 06 August 2021.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference no. 020114350000. Proof of payment to be sent to: [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) Upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

#### Stage 1 of Evaluation – Functionality

FUNCTIONALITY: ELM-4/006/2021-2022		FUNCTIONALITY: ELM-4/007/2021-2022	
Description	Maximum Points Allocated		Maximum Points Allocated
Experience	40 Points	Email Resilience Solution Functionality	35 Points
Skills and Expertise	40 Points	Experience (include Security Policies)	20 Points
Project Implementation Methodology	20 Points	Skills and Expertise	20 Points
		Partnership	10 Points
		Project Implementation Methodology	10 Points
		E-mail Branding	05 Points
<b>TOTAL POINTS</b>	<b>100</b>	<b>TOTAL POINTS</b>	<b>100</b>

#### Stage 2 Evaluation – Price and Preferential Points

STAGE 2 OF EVALUATION – PRICE & B BBEE	
PRICE	80
BBBEE POINTS	20

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids. The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website and will be also attached in the tender document.

Queries relating to the issue of these documents may be addressed to Ms H. Mduzulwana, Tel No. 045 932 8125 or email: [hmduzulwana@elms.gov.za](mailto:hmduzulwana@elms.gov.za) Technical enquires for both tenders may be addressed to Ms A. Bantwini Tel No. 045 932 8135 or email: [abantwini@elms.gov.za](mailto:abantwini@elms.gov.za)

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER** must be delivered to the Elandini Local Municipality, at No. 1 Sellar Street, Maclear, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on the above mentioned dates at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender data and tender documents.



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**KHAYALETU GASHI**  
**MUNICIPAL MANAGER**

## BID CONDITIONS AND INFORMATION

1. **Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.**

2. **Agreement**

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. **Completion of Bid Documents**

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. **Alteration or Qualification of Bid**

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. **Signatory**

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. **Submission of Bid**

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Friday, 27 August 2021.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address .

7. **Opening, Recording and Publications of Bids Received.**

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.

- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

#### **8. Tax Clearance Certificate , Tax Matters and VAT**

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

#### **9. Evaluation of Bids**

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

#### **10. Acceptance or Rejection of a Bids**

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

#### **11. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online ([www.csd.gov.za](http://www.csd.gov.za)) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

#### **12. BBBEE Certificate**

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php)) or original or certified completed AFFIDAVIT downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp)

#### **13. Tender offers will only be accepted if:-**

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

#### **14. Requirements for the Joint Venture**

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

**15. Site / Information Meetings**

None

**16. Procurement Policy**

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: [www.elundini.gov.za](http://www.elundini.gov.za)

**17. Expenses Incurred in Preparation of Bid**

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

**18. Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

**19. Validity Period**

Bids shall remain valid for **90 days** after the bid closure date.

**20. General and Special Conditions of Contract**

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

**21. Municipal Rates, Taxes and Charges**

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

**22. Contact with Municipality after Bid Closure Date**

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

**23. Vetting Of The Supplier/Due diligence**

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

## **PROVISION OF ICT GOVERNANCE AND POLICY DEVELOPMENT**

### **Project Description**

The purpose of this request is to solicit a service provider for the development and/or review and finalisation of ICT Policies for the Elundini Local Municipality.

### **Project Background**

ICT governance and ICT policies were last reviewed in 2017. ICT is an evolving field, therefore, municipality needs to constantly review its ICT Governance and policies to ensure that ICT is well regulated, monitored, and governed. ICT policies provide guidance, consistency, accountability, and clarity on how an ICT systems operates.

### **SCOPE OF WORK / DELIVERABLES**

- Review and/ or develop ICT policies.
- Identify any challenges and provide advice on addressing any inadequacies which may become evident during the analysis.
- Work with Management to address identified gaps and challenges.
- Policy workshop

### **SPECIFICATIONS**

- Development of ICT software policy
- Review and Consolidate Audit Log Policy, Authentication Management Policy, Password Policy, Logical Access Control Policy, User Access Management Policy and Physical Security & Environmental Controls Policy into one policy "Access Control Policy".
- Review and Consolidate Encryption Policy, Privacy Policy, Information Security Policy and Patch Management Policy into one policy "Information Security Policy".
- Review and Consolidate VPN Access Policy and Wireless Network Security Policy into one policy "Network Policy".
- Review and Consolidate Email use Policy and Web Application Policy into one policy "Internet and Email Policy".
- Review and Consolidate ICT Asset Disposal Policy, ICT Asset management policy and ICT Hardware Maintenance Policy into one policy "ICT Asset management policy".
- Review Incident Management Policy.
- Review ICT change management Policy.
- Review Acceptable Use Policy.
- Review of ICT Charter and ICT Governance Policy Framework.
- Review of ICT Master Plan

## **SERVICE LEVEL AGREEMENT**

- This is a once – off project that must be completed within 60 days after the appointment letter has been accepted by the service provider.
- Ongoing consultation with the Manager: ICT, and any other official assigned or invited to input in the policy development and/or review, is necessary.
- The provider will be required to present the policies to the management for final input and approval.
- The Service Provider will be responsible for the immediate compilation of the “Project Plan” including methodology to be used.
- Any deviation from the accepted plan should be pre-negotiated with the management of Elundini Local Municipality.

**FUNCTIONALITY**

Points will be allocated for the following Criteria	Evidence required (This must not be ambiguous)	Maximum Score
<b>Experience</b>		<b>40</b>
<b>Similar projects Completed</b>	<p><b>Number of Completed Similar Projects (10 points per project to a maximum of 4 projects) Appointment letter and referral letter must be attached to claim points with contactable references.</b></p> <ul style="list-style-type: none"> <li>• Four or more appointment and Reference letters attached = <b>40 points</b></li> <li>• Three appointment and Reference letters attached = <b>30 points</b></li> <li>• Two appointment and Reference letters attached = <b>20 points</b></li> <li>• One appointment and Reference letters attached = <b>10 points</b></li> </ul>	40
<b>Skills and Expertise</b>		<b>40</b>
<p><b>Expertise in advising on Governance Support, implementation, ICT best practice Implementation, and be aware of latest ICT Trends. CV and certified copies of all qualifications must be included.</b></p>	<p><b>Project Leader Team Members</b></p> <ul style="list-style-type: none"> <li>• With NQF level 8 in Information Technology or Computer Science or related, ITIL V3, King IV, COBIT 5, TOGAF and CISA = <b>20 Points</b></li> <li>• With NQF level 8 in Information Technology or Computer Science = <b>10 Points</b></li> <li>• Failure to meet the above qualifications = <b>0 Points</b></li> </ul> <p><b>2 X Team Members = 10 per member</b></p> <ul style="list-style-type: none"> <li>• Diploma in Information Technology Computer Science or related, ITIL V3 , King IV, COBIT 5, TOGAF and CISA = <b>10 Points</b></li> <li>• Failure to meet the above qualifications = <b>0 Points</b></li> </ul>	20       20
<b>Project Implementation Methodology</b>		<b>20</b>
<p><b>Approach and methodology in managing this project should include.</b></p>	<p><b>Approach and Methodology = 05 points</b></p> <ul style="list-style-type: none"> <li>• Good = 05 Points</li> <li>• Fair = 03 Points</li> <li>• Poor = 0 Points</li> </ul> <p><b>Project Implementation Plan = 05 points</b></p> <ul style="list-style-type: none"> <li>• Good = 05 Points</li> <li>• Fair = 03 Points</li> <li>• Poor = 0 Points</li> </ul>	10    10
<b>Total Points</b>		100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation