



MATATIELE
LOCAL MUNICIPALITY

107 Main Street
Matatiele
PO Box 15
Matatiele, 5230
Tel: 039 737 1135
Fax: 039 737 3611

**MATATIELE LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER**

ADVERTISED ON:	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, NATIONAL TREASURY e-Tender and LOCAL NEWSPAPER		
TENDER DESCRIPTION	BID NO.		
PROVISION FOR MAINTENANCE AND SUPPORT OF ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM	MATAT/2023/2024-189		
PUBLISHED DATE:	05/04/2024	CLOSING DATE:	06/05/2024
CLOSING TIME:	10h00: Tenders will be opened immediately thereafter, in public at Matatiele Local Municipality Mountain View BTO Offices R56		
AVAILABILITY OF TENDER DOCUMENTS			
Bid Documents will be available on Municipal Website and BTO Offices	The tender document fee is payable to Municipal bank account (Ned Bank 1011292106 branch code 198765, name of company and bid no as reference) (Failure to attach proof of purchase will lead disqualification). To obtain tender documents please login to www.matatiele.gov.za or email nngcobo@matatiele.gov.za .		
Date Available	11/04/2024	Non-Refundable Fee	R500.00
TENDER SUBMISSION RULES:			
<ul style="list-style-type: none"> • Tenders must be completed in accordance with the tender conditions and tender rules contained in the tender document. • The tender document and compulsory attachments/supporting documents must be placed in a sealed envelope and externally endorsed with: Tender Number; Description and Closing Date of the Tender. • Tender documents must only be submitted on the tender document issued by Matatiele Local Municipality <p>Tender documents must be completed in blank ink only.</p>			
MANDATORY DOCUMENTS- FAILURE TO SUBMIT ANYONE OF THEM WILL INVALIDATE YOUR TENDER OFFER.			
<ul style="list-style-type: none"> •A confirmation from SARS with a verification PIN •Proof of Central Supplier Database (CSD) registration- a full report printed •Completed of all MBD 1-9 Forms and its Annexures in full as attached in tender document •Ethics Commitment Form •Authority to sign Form Prices quoted must be firm and must be inclusive of VAT •Original Certified I.D. Copies of Managing Directors / Owners •Joint Ventures Agreement signed by all parties involved. 			

Where Nature, Agriculture, Tourism are Investments of Choice

Electrical Services ☎ 039 737 1135 Prepaid Sales ☎ 039 737 1135 Finance Office ☎ 039 737 1135 Disaster and Fire ☎ 039 737 1135
Police (SAPS) ☎ 039 737 1135 Water ☎ 039 737 1135 Ambulance ☎ 039 737 1135 Traffic ☎ 039 737 1135



●Tenders will be evaluated in terms of Matatiele Local Municipality Supply Chain Management ●Policy Preferential Procurement Policy Framework Act No.5 of 2000 ●Section 217 of the Constitution Act No 108 of 1996

EVALUATION CRITERIA

The Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act is 80/20 in line with the Preferential Procurement Policy Framework Act (PPPFA) of November 2022

Only competent bidders who are competent in the advertised work and who have exceeded the minimum functionality threshold will be two phases Phase 1= **Functionality=100 Points** and Phase 2= is 80/20 in line with the Preferential Procurement Policy Framework Act (PPPFA) as amended 16 January 2023. Only bidders who obtain 85 points as a minimum functionality threshold will be evaluated further on 80/20.

Points for functionality will be scored according to the table below: Detailed sub-criteria are contained in the tender document and are binding:

Functionality Criteria	Points
Previous Company Experience	30
Key personnel	70
Total	100

80/20 Evaluation Criteria

Preferential Goals	80/20	Documents required for verification
Maximum Points	20	
Goal 1- Ownership (Historically Disadvantaged Individuals-HDI)	6	ID Copy of the owner/director and CSD
Goal 2- Youth Ownership 14-35 Years (MLM Enterprises)	6	CSD, ● Proof of municipal accounts or ●Proof of residence signed by ward councillor or ●Affidavit
Goal 3- Women Ownership	4	ID Copy of the owner/director and CSD
Goal 4-Disability Ownership	2	ID Copy of the owner/director and CSD
Goal 5-Rural Enterprises	2	CSD, ● Proof of municipal accounts or ●Proof of residence signed by ward councillor or ●Affidavit
Tender Price	80	
TOTAL	100 POINTS	

TENDER ENQUIRIES

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Electrical Services: 011 427 5119 | Prepared Sales: 011 427 5111 | Finance Office: 011 427 5110 | Disaster and Rep: 011 427 5111
 Police(SAPS): 011 427 5111 | Water: 011 427 5111 | Ambulance: 011 427 5111 | Traffic: 011 427 5111



All SCM enquiries relating to this bid must be directed to Ms M. Sababsaba, e-mail: MSabasaba@matatiele.gov.za during office hours (07h30 – 16h00) weekdays. All Technical enquiries relating to this bid must be directed to Mr. B Matubatuba, e-mail: BMatubatuba@matatiele.gov.za during office hours

TENDER DISCLAIMER

The Matatiele Local Municipality reserves the right not to appoint a contractor on highest points scored. Value for money, past experience and functionality will be the key determinants of appointment. *The Municipality will not make any award to a person or persons working for the state, or failing to possess relevant credentials as stipulated in the tender requirements.*

Bidders are warned not to accept any person who request any amount for award for this bid, it is a scam and fraud, that person must be reported to the nearest police station.



Mr L.Matiwane
Municipal Manager

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Electrical Services: 018 522 92 72 | Proposal Sales: 018 522 327 | Finance Office: 018 297 9565 | Grievance and Feedback: 018 522 92 72
Police (SAPS): 018 74994219925 | Water: 018 522 327 | Ambulance: 011 277 7477 | Traffic: 018 522 92 72

