



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 10 OCTOBER 2019**

**UMZ/2019-20/NITRO SOFTWARE (CORPSERV)**

SERVICE PROVIDER TO SUPPLY AND DELIVER NITRO SOFTWARE.

Bidders are hereby invited to submit proposals/Quotations to Supply and deliver of 5 version 10 Nitro Software licence for Sound Governance as per terms of reference.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 21 October 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** / All technical enquiries may be directed to Mr Ngxekana & Mr T. Mbukushe (SCM Manager) 039 255 8565/8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FRERE**

**5090**

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**GPT NOTA (MUNICIPAL MANAGER)**





**UMZIMVUBU**  
LOCAL MUNICIPALITY

PERSON DEALING WITH THE MATTER: MS W MORLOCK

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**TO : Chief Financial Officer**  
**FROM : Acting Manager Corporate Services**  
**CC : Supply Chain Manager**  
**DATE : 25 September 2019**  
**SUBJECT : Request for supply and delivery of 05 version 10 Nitro Software license**  
**VOTE : Document Management and license (201300085)**  
**FILE NO : 6/1/1**

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Dear Sir/ Madam

**The above mentioned matter bears reference**

You are kindly requested to facilitate the procurement processes for Nitro Software License for Sound Governance Division.

Herewith attached is the terms of reference for the Nitro Software license.

**APPROVED BY**

  
**MRS N ZEMBE**  
**ACTING MANAGER: CORPORATE SERVICES**

# UMZIMVUBU LOCAL MUNICIPALITY



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

## TERMS OF REFERENCE

**NAME OF THE PROJECT: “SUPPLY AND DELIVERY  
OF 05 VERSION 10 NITRO SOFTWARE LICENCES”**



## TERMS OF REFERENCE

### NAME OF THE PROJECT: "SUPPLY AND DELIVERY OF 05 VERSION 10 NITRO SOFTWARE LICENCES"

#### 1. INTRODUCTION OF THE PROJECT

To acquire services of a suitable service provider to Supply and deliver 05 NITRO software licences to Umzimvubu Local Municipality ICT Section Kwa Bhaca.

#### 2. AIMS OF THE PROJECT

To acquire Supply and deliver 05 NITRO secretariat software licences to Umzimvubu Local Municipality ICT Section Kwa Bhaca

#### 3. SPECIFICATIONS

##### 3.1

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE PER ITEM	TOTAL PRICE
	05	NITRO		
SPECIFICATION				
		Nitro Professional PDF Software license V10 – convert PDF to Ms Word, Ms Excel, Ms Powerpoint. Convert Ms Word, Ms Excel, Ms Powerpoint to PDF		

#### SPECIAL CONDITIONS OF BID

**NB: ALL EQUIPMENT MUST BE HP COMPLIANT AND THE DELIVEY SHOULD BE WITHIN 10 WORKING DAYS AFTER THE APPOINTMENT.**

- The successful Service Provider must have the expertise to provide support, maintenance and servicing of the equipment.
- The ULM ICT Technician may visit the successful service provider's workplace to confirm that there is a fully equipped IT Workshop
- In addition to the completion of the above schedule, a detailed quotation stating specification MUST accompany your Bid.

**4. SCOPE OF THE WORK**

Provision of the undermentioned 05 V10 NITRO Software licenses for the Umzimvubu Local Municipality:

**5. KEY DELIVERABLES**

5.1 Acquisition for Supply and Delivery of 05 V10 NITRO Software licenses for Umzimvubu Local Municipality through a tender system.

5.2 The delivery of 05 V10 NITRO Software licenses to Umzimvubu Local Municipality, within fourteen (10) days after the award of the contract.

**6. KEY COMPETENCIES**

6.1 Sound track record of ICT background on software licenses.

6.2 Ability to provide and delivery 05 Version 10 NITRO software licenses.

6.3 Capacity to meet deadlines as per the contractual obligations.

6.4 Be able to supply and deliver the licenses timeously.

**7. PROJECT MANAGEMENT**

The Service Provider will work very closely with Umzimvubu Local Municipality.

The Assistant Manager: Sound Governance is the designated project manager.

The Municipality reserves a right to acquire any good related to or above this project during the period of its implementation to any service provider of its choice without utilizing the services of an appointed agency.

**8. TIMEFRAME**

The contract is a once off tender that require the supply and delivery of the goods once off.

**09. PROJECT BUDGET**

The delivered service provider will be paid for 05 (five) V10 (Version10) NITRO Licenses that have been delivered to the municipality.



## 10. EVALUATION CRITERIA

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive Proposals will be evaluated based on the following criteria. The bid will be evaluated in two stages namely:

ITEM	WEIGHT
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#### 11.1 STAGE 1 – FUNCTIONALITY

EVALUATION - FUNCTIONALITY	100
<b>Capacity, Experience and Expertise</b>	<b>Total points 60</b>
- Previous experience in ICT Supply and Delivery of ICT software license's projects with completion certificate and contactable references.	Previous Experience 40
- Proof of ownership of the ICT company/ or proof of Arrangement to source the Software licenses as per specification	Proof of Ownership/or proof of Arrangement to source 20
<b>Methodology</b>	<b>Total points 40</b>
- Comprehensive Implementation Plan	Comprehensive plan 10
- Time frames / Turnaround time	Turnaround time 20
- Maintenance Plan & Support of the Software.	Support 10

#### 11.2 STAGE 2 - PRICE AND PREFERENTIAL POINTS

EVALUATION – PRICE & PREFERENTIAL POINTS	100
Price	80
BBBEE POINTS	20

## 12. WHERE TO SUBMIT:

All submissions must be clearly marked:

12.1 "Supply and Delivery of 05 V10 NITRO Software Licenses to the ICT Offices of Umzimvubu Local Municipality"

12.2 And be addressed for the attention of Mr. G.P.T. Nota

Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited in the tender box situated at **Umzimvubu Local Municipality Reception Office at N0: 813 Main Street, Mount Frere.**

**Due date for the submission of proposals is on the ..... of ..... 2019 at  
Time: .....**

**NO LATE SUBMISSIONS WILL BE CONSIDERED.**

**INFORMATION AND QUERIES**

**TECHNICAL QUERIES**

To the attention of Mr M. Ngxekana  
Phone: +2739 255 8567  
Fax: +2739 255 0167  
Email: Ngxekana.Mandisi@umzimvubu.gov.za

**12.3 OTHER QUERIES**

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T. Nota Municipal  
Manager

813 Main Street  
Private Bag X 9020  
MOUNT FRERE  
5090  
Phone: +2739 255 8510  
Fax: +2739 255 0167

**Approved/ Not Approved**

  
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**Acting Manager: Corporate Services  
Mrs N. Zembe**