



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTING DATE: 07 SEPTEMBER 2018**

**UMZ/2018-19/TEAM VIEWER UPGRADE**

SERVICE PROVIDER TO SUPPLY, DELIVER AND CONFIGURE TEAM VIEWER.

Bidders are hereby invited to submit proposals/Quotations to supply, deliver and configure team viewer as per the attached specification.

**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, certified 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 17 September 2018**, where they will be opened in public. 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 T Funani/ Mr Mbukushe (SCM Manager) 039 255 8500

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**

**GPT NOTA (MUNICIPAL MANAGER)**

**UMZIMVUBU LOCAL MUNICIPALITY**



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**TEAMVIEWER UPGRADE**



## **TERMS OF REFERENCE**

### **NAME OF THE PROJECT: TEAMVIEWER UPGRADE**

#### **1. INTRODUCTION OF THE PROJECT**

To obtain services of prospective service providers to supply, deliver and configure TeamViewer application.

##### **AIM OF THE PROJECT**

To provide anytime and anywhere remote access for ICT support team to all Umzimvubu Local Municipality employees.

#### **2. SPECIFICATION**

- 2.1 TeamViewer 13 application setup compactable with 32bits and 64bits operating systems
- 2.2 Single corporate license code for 200 devices
- 2.3 TeamViewer license documentation

#### **4. SCOPE OF WORK**

- Supply and deliver teamviewer 13 application setup
- Install and license teamviewer to 200 devices
- Test remote connection

#### **5. KEY DELIVERABLES**

- TeamViewer 13 application setup
- Corporate license code (200 devices)

#### **6. REQUIREMENTS**

- a) A service provider must be registered in the municipal data base of the suppliers and National Treasury database.
- b) A service provider must submit proposals with cost breakdown with clear outline in response of the specification for work to be done.
- c) A service provider must submit a valid tax clearance certificate and a pin.
- d) A service provider that has embarked on a similar project in at least three other institutions.

(e) A service provider must undertake to provide the required service from the date of appointment to the end date.

## **7. PROJECT MANAGEMENT**

The Service Provider will work very closely with the Umzimvubu Local Municipality Assistant Manager: ICT is designated as the Project Manager.

## **8. PROJECT TIMEFRAME**

The contract is for a period of three (3) weeks, but can be terminated when there is proof of underperformance or sub-standard.

## **9. PROJECT BUDGET**

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

## **10. PROPOSAL SUBMISSION REQUIREMENTS**

All proposals must cover the following aspects of importance:

### **10.1 Brief Company Profile**

Including brief history, field of expertise, staff qualifications, and previous experience where the main office is based as well as any other offices and a list of recently completed projects similar to the one we are requesting.

### **10.2 Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above.



**10.3 Proposed Cost Structure (Business Plan)**

Detailed Breakdown of Proposed Fee

**10.4 Expertise Required:**

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

**10.5 Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below.

- Proof Ownership
- Declaration of Interests
- Tax Certificate
- MBD 4, MBD 8 and MBD 9

10.5.1 The consortium submitting the proposal must declare any conflict of interests that it may have.

10.5.2 The ULM reserve the rights, not to accept any proposals in part or in whole

10.5.3 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

10.5.4 The awarding of proposals will be valid for 80 days after the closing date.

- 10.5.5 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.
- 10.5.6 Successful bidders will need to be prepared to commence work within 7 working days of being informed of the awarding of the tender.
- 10.5.7 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 10.5.8 Successful bidder will be required to submit weekly progress reports.
- 10.5.9 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

## 10.6 Evaluation

### 10.6.1

#### Stage 1 – Functionality

Relevant experience	100
3 Institutions = 100	
2 Institutions = 60	
1 Institution = 30	
0 Institutions = 0	

NB: To proceed to next stage you need to obtain at least 60 points from stage 1

#### Stage 2 – Price and preferential points

Price	:	80
B-BBEE	:	20

## 10.7 Submission Format

All proposals must be in the form of an A4 bound documents, which is sealed in an envelope, clearly marked with the project name.

## 10.8 Where to Submit:

All submissions must be clearly marked: **"TeamViewer upgrade"**



10.8.1 Submissions must be hand delivered to the Municipal Offices in KwaBhaca and deposited in the quotation box situated in SCM Offices at 813 Main Street, KwaBhaca.

10.8.2 Due date for the submission of proposal 17 September 2018 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.

## 11 INFORMATION AND ENQUIRIES

### 11.1 TECHNICAL ENQUIRIES

To the attention of Mr. T Funani  
Phone : +2739 255 8568  
Fax : +2739 255 0167  
Email: Tozamile.Funani@umzimbvubu.gov.za

### 11.2 OTHER ENQUIRIES

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  
KwaBhaca  
5090  
Phone : +2739 255 0166  
Fax : +2739 255 0167



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Mrs. N. Kubone  
Manager: Corporate Services