



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 26 MAY 2016

SERVICE PROVIDER TO DO IMPLEMENTATION OF CGICTPF PHASE 3

Bidders are hereby invited to submit quotations for implementation of CGICTPF phase 3, Terms of Reference will be available on the website and scm office for free. proposals .

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, certified copy of company Registration/Founding Statement/CIPC Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 06 June 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above

Enquiries:

All technical enquiries may be directed to Mr.D.Nkume+ 039 255 8500 SCM Mr T Mbukushe 0392558555

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
Tel: (039) 255 -8500
Fax: (039) 255- 01673


GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU LOCAL MUNICIPALITY

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TERMS OF REFERENCE

NAME OF THE PROJECT: MUNICIPAL CONTINUOUS IMPROVEMENT OF CORPORATE GOVERNANCE ACCORDING TO THE DPSA (Department of Public Service and Administration) GUIDELINE

1. INTRODUCTION OF THE PROJECT

Umzimvubu Local Municipality seeks to acquire services from a reputable ICT Company for the development of MCGICTPF (Municipal Corporate Governance Information Communication Technology Policy Framework) (Phase 3) which is to align ICT business processes to the municipal business and IDP objectives

2. AIM OF THE PROJECT

The development of the MCGICTPF is an Implementation that will provide the following:

- 2.1. Phase Delivery
 - 2.1.1. Readiness Assessment
 - 2.1.2. Remediation Plan
 - 2.1.3. CGICT (Corporate Governance Information Communication Technology) Policy
 - 2.1.4. CGICT (Corporate Governance Information Communication Technology) Charter
 - 2.1.5. ICT (Information Communication Technology) Governance Champion
 - 2.1.6. ICT Governance & Management Framework
 - 2.1.7. Risk Management Policy with relation to ICT
 - 2.1.8. Internal Audit Plan that Includes ICT
 - 2.1.9. ICT Portfolio Management Framework
 - 2.1.10. Information Plan & ICT Security Policy
 - 2.1.11. Business continuity Plan, ICT Continuity and Plan
 - 2.1.12. Change management plan for the implementation of CGICT & GICT

2.2. ICT Strategic Plan (ICT Plan)

2.2.1 ICT Implementation Plan (depicted in the MTEF – Medium Term Expenditure Framework)

2.2.2 ICT Operational Plan (ICT APP – Annual Performance Plan)

2.3. Continuous improvement (Annual Cost after completion of Phase 2)

3. SPECIFICATION

- 3.1. Develop and Integrate ICT with IDP.
- 3.2. Alignment MCGICTPF with COBIT (Control objectives of Information Technology) / DPSA guideline.
- 3.3. Internal Audit Plan that include ICT.
- 3.4. ICT portfolio Management Framework.
- 3.5. Change Management Plan for the Implementation of CGICT and GICT
- 3.6. Develop DRP
- 3.7. Develop Change Management form
- 3.8. Review Policy align them with Corbit5
- 3.9. Audit Readiness

4. SCOPE OF WORK

The scope of this project will cover the following areas:

- 4.1. Evaluation of existing ICT infrastructure
- 4.2. Identify technology gaps between the current infrastructure and strategic vision of the municipality
- 4.3. To assess the current technology solution against the medium and long term requirements
- 4.4. Provide analysis of requirements needed to develop implement and maintain applications and systems required in the municipality. Provide a functional description of the envisaged technology infrastructure with clear performance targets, timeframes, cost estimates, monitoring and evaluation plan
- 4.5. To assess national and international technological advances and direction against the needs of the municipality
- 4.6. To prepare a strategy document that will map out the way forward for the next 5 years

- 4.7. To define the technology standards e.g. hardware, software, firmware, naming conventions etc.
- 4.8. Align the municipal ICT to the IDP

5. KEY DELIVERABLES

- 5.1. Project plan
- 5.2. Assessment results
- 5.3. ICT Software and Hardware Standards
- 5.4. Five (5) year ICT Action Plan and budget – roadmap driven delivery
- 5.5. Ensure ICT Alignment to IDP (Integrated development plan) - ensure ICT is aligned to enable council to fulfil its mandate
- 5.6. Compilation and submission of a close out report
- 5.7. Implementation & Compliance documents as per MCGICTPF

6. CONDITIONS OF THE CONTRACT

- NONE.

7. PROJECT MANAGEMENT

The Service Provider MUST work very closely with the Municipality ICT Unit.

8. PROJECT TIMEFRAME

One(1) month.

9. PROJECT BUDGET

- 9.1. Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".
- 9.2. Service providers must present a proposal driven by cost saving methods and prices which are commensurate to the specified scope of work.
- 9.3. The successful service provider shall be paid for services rendered on presentation of original tax invoice.

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

10.1. Stage 1 – Functionality

EVALUATION - FUNCTIONALITY 100

Previous Experience in Development of MCGICTPF for municipalities 50

Capacity and Expertise to undertake the work 40

Implementation Plan

10.2. Stage 2 - Price and Preferential Points

EVALUATION – PRICE & PREFERENTIAL POINTS 100

Price 80

BBBEE POINTS 20

10.3. 10.3 Previous Experience in Development of MCGICTPF for municipalities
(Five (5) Completion Certificates) 50

10.4. Five (5) Completion Certificates 50

10.5. Three (3) Completion Certificates 30

10.6. Less than three (3) Completion certificates 10

10.7. Capacity and Expertise to undertake the work 40

10.8. The service provider MUST give contactable references of 15 or more Municipality's with completed ICT Infrastructure projects to illustrate that the service provider fully understands the Local Government ICT Landscape. 20

- 10.9. Service Provider has been providing ICT services for a period not shorter than 5 years 20
- 10.10. Implementation Plan 10
- 10.11. Comprehensive Project implementation plan and payment schedule for the duration of the project and support services if they will be needed post project implementation. 10

11. ICT Legal Register

An important requirement of the Corporate Governance of ICT Policy Framework is compliance with applicable legislation. Key legislative sources that will influence the implementation of the Corporate Governance of ICT Policy Framework include:

- 11.1. Constitution of the Republic South Africa Act 108 of 1996
- 11.2. Basic Conditions of Employment Act 75 of 1996
- 11.3. Compensation for Occupational Injuries and Diseases Act 130 of 1999
- 11.4. Consumer Protection Act 68 of 2008
- 11.5. Copyright Act 98 of 1978
- 11.6. Employment Equity Act 55 of 1998
- 11.7. Public Service Act and Regulations (as amended)
- 11.8. Public Finance Management Act
- 11.9. State IT Agency Act and Regulations (as amended).

12. Where to Submit:

All submissions must be clearly marked:

- 12.1. CGICTPF Phase 3.
- 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 quotation box situated at Supply Chain Office at 813 Main Street, Mount Frere.

Due date for the submission of proposal is..... at 12H00. NO LATE
SUBMISSIONS WILL BE CONSIDERED.

INFORMATION AND QUERIES
TECHNICAL QUERIES

To the attention of Mr. T Funani

Phone: +2739 255 8568

Fax : +2739 255 0167

Email: Tozamile.Funani@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

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