



# UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 28 July 2017

UMZ/2017-18/CORPORATE (IT-S&D MUNICIPAL DATA BUNDLE)/010

SERVICE PROVIDER TO SUPPLY AND DELIVER MUNICIPAL DATA BUNDLES CAFÉ SYSTEM

Bidders are hereby invited to submit proposals/Quotations for supply and delivery municipal data bundles café system

**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 7813 Main Street, Mt Frere** not later than **12h00 noon on 08 August 02017**, 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 .S. Cwati / Mr Mbukushe (SCM Manager) 039 255 8556

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



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— LOCAL MUNICIPALITY —

## TERMS OF REFERENCE

**NAME OF THE PROJECT: PROVISION OF  
MUNICIPAL DATA BUNDLES CAFÉ**

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### NAME OF THE PROJECT: PROVISION OF MUNICIPAL DATA BUNDLES CAFÉ

#### 1. INTRODUCTION OF THE PROJECT

To obtain services of prospective service providers to supply, install, configure, test and provide training on a data bundles system, to enable the municipality to provide data bundle sales.

#### 2. AIMS OF THE PROJECT

The Objectives of the project is to ensure that the following:

- To provide data bundles to Umzimvubu community at affordable rate.
- To generate revenue through data bundles sales

#### 3. SPECIFICATIONS

- a) 2 Electronic devices with receipt printing capabilities
- b) Register the municipality as trading agent
- c) The device must have both touch screen and button pads
- d) 20 Till rolls to print receipts
- e) Training on how to manage the application in its entirety

#### 4. SCOPE OF WORK

- Supply and deliver 2 electronic devices
- Install and configure the devices used to sell data in KwaBhaca and EmaXesibeni offices
- Register the municipality as the trading agent, and a once-off voucher loaded to two machines.
- After testing, provide training on how to manage the application.
- The successful bidder will have to discuss the voucher with the municipality.

#### 5. KEY DELIVERABLES

- a) 2 electronic devices for data bundles sales

## **6. REQUIREMENTS**

- a) A service provider must be registered in the municipal data base of the suppliers and national treasuries data base.
- b) A service provider must quote for work to be done
- c) A service provider must submit a valid tax clearance certificate
- (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 one (1) month, 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 resources, where the main office is based as well as any other offices and a list of recently completed projects.

**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 Structure

**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 **Adjudication.**

10.6.1 The 80/20 Preference Point System will be used as per the PPPFA and ULM SCM policy where 40% of the 80 points will be for functionality and other 30% will be for price.

## 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 and contract number.

**10.8 Where to Submit:**

10.8.1 All submissions must be clearly marked:

**“PROVISION OF MUNICIPAL DATA BUNDLES CAFÉ”**

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

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

**10.8.3 Due date for the submission of proposal 20 August 2017 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@umzimvubu.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

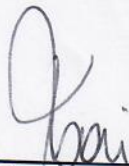
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Mrs. N. Kubone  
Manager: Corporate Services