



BID NOTICE AND INVITATION TO BID
BID NO : NLM/SDMLDHP/2019/2020

SUPPLY, DELIVERY AND MAINTENANCE OF LAPTOPS, DESKTOPS, HARD DRIVES AND PROJECTORS

Ntabankulu Local Municipality is calling for proposals from competent and experienced Service Providers with a proven track record for the **supply, delivery and maintenance of laptops, Desktops, Hard Drives and Projectors.**

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, during office hours **08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays . Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R424** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

A compulsory briefing meeting has been scheduled for the **16th of August 2019 at 11:00 at Ntabankulu Municipal Main Boardroom.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"SUPPLY, DELIVERY AND MAINTENANCE OF LAPTOPS, DESKTOPS, HARD DRIVES AND PROJECTORS: BID NO: NLM/SDMLDHP/2019/2020** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h30 on 26 August 2019**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date for the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid SARS Tax compliance certificate and SARS compliance pin
- Proof of company registration as follows:
 - Natural persons- certified copy of ID document/ passport
 - Partnership- copy of Partnership Agreement plus IDs of all partners
 - Company- current CM29
 - Close Corporation- current copy of CK1 and/or CK2C
- Certified ID copies for the entity owners
- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder.

- Valid original or certified copy of BBBEE Verification Certificate or Sworn Affidavit to claim Preferential points
- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non registration will be regarded as non-responsive and be disqualified from the bid.

NB. It is a requirement that all bidders must submit all the above documents.

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionally assessment of 70 points will be considered non-responsive and will not be evaluated further.

Item	Functional Evaluation Description	Points	
1	Testing compliance to specification and standards as per Specification Section	25	
1.1	Compliance to specification for all equipment as per municipal requirements		25
2	Relevant entity experience and Vendor registration	10	
3	Professional body registration and SITA Registration	10	
4	Evidence of current and/or previous similar clients (please provide written evidence) (Completion certificates must be attached) verification will be done by the municipality	40	
4.1	3 X Letters of Evidence (Completion Certificate)		40
4.2	2 X Letters of Evidence (Completion Certificate)		30
4.3	1 X Letter of Evidence (Completion Certificate)		10
5.	3 year next day on-site warranty	15	
TOTAL		100	

The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to S. Ntshala at 039 258 2422/063 681 6825 or corporateservicesnlm@gmail.com or Mr. N. Dinwayo at ndinwayo@yahoo.com or 039 258 0314 during office hours i.e. between 08h00 and 16h30.

Requested by



.....
N. Mdutyana
Bid Specification Chairperson

Recommended by



.....
X.N. Venn
CFO

Approved by



.....
L. Nonyongo
Municipal Manager