



**BID NOTICE AND INVITATION TO BID**  
**BID NO: NLM/CS/DRAICTSGFMPP/2021/2022**

**DEVELOPMENT, REVIEWAL AND ALIGNMENT OF ICT STRATEGY, ICT GOVERNANCE FRAMEWORK,  
ICT MASTER SYSTEMS PLAN AND ICT POLICIES**

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider to tender for the **Development, reviewal and alignment of the ICT Strategy, ICT Governance Framework, ICT Master Plan and ICT Policies** for a period of twelve (12) months.

A detailed specification will be attached to the tender 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 **R500.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document. EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250 (First National Bank)
- **Branch Code:** 250035
- **Reference:** DRAICTSGFMPP & Company Name

A compulsory virtual briefing session has been scheduled for **10<sup>th</sup> of August 2021 at 10H00**. The link will be circulated on Ntabankulu Local Municipality website 2 days before the briefing session.

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 **"DEVELOPMENT, REVIEWAL AND ALIGNMENT OF ICT STRATEGY, ICT GOVERNANCE FRAMEWORK, ICT MASTER SYSTEMS PLAN AND ICT POLICIES, BID NO: NLM/CS/DRAICTSGFMPP/2021/2022"** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 19<sup>th</sup> of August 2021**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the bid document:

- Valid SARS Tax compliance pin

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- MBD 4,8 & 9 (Signed after the date of the Advert)
- Proof of company registration
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit to claim Preferential points
- **NB.** All certification must not be more than 3 months old
- Proof of municipal rates clearance or a signed lease agreement by both parties and 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.** Tender documents must be filled/completed in its original format; no copies will be accepted.

**Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.**

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of evaluation	Points allocated
<b>1. Company experience in ICT Strategy Development, ICT Environmental Assessment and Connectivity Backbone (Broadband) Strategy in local government:</b> Similar projects implemented by the service provider in the past twelve (12) months. The service provider should also include the name of a project, deliverables, and traceable references of their listed services. A minimum of 3 appointment letters to be attached. <ul style="list-style-type: none"> <li>• One (1) Appointment and reference letter for ICT Strategy = <b>10 points</b></li> <li>• One (1) appointment and reference letter for Connectivity Backbone (broadband) = <b>10 points</b></li> <li>• One (1) appointment and reference letter for ICT Environmental Assessment = <b>10 points</b></li> <li>• No appointment and reference letter submitted = <b>0 points</b></li> </ul>	30 points
<b>2. <u>Experience in ICT Auditing, Risk Management and Governance:</u></b> <ul style="list-style-type: none"> <li>• BSc in IT or Computer Science, Cobit 5, ITIL plus more than 8 years' experience = <b>20 points</b></li> <li>• BSc in IT or Computer Science, Cobit 5, ITIL plus 5 to 8 years' experience = <b>10 points</b></li> </ul>	30 points

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<b>3. Methodology</b>	40 points
<ul style="list-style-type: none"> <li>Submission of a comprehensive methodology of what is required without any deviations, clear project implementation plan, cash flow projections and fixed time frames = <b>40 points</b></li> <li>Not comprehensive and lack clarity points = <b>00 points</b></li> </ul>	
<b>TOTAL</b>	<b>100 Points</b>

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 **Mrs S. Ntlaahla** at **063 681 6825/039 258 2422** or **ntlahlas@ntabankulu.gov.za** or **Mr O. Mdudi** @ **mdudio@ntabankulu.go.za** or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

**Requested by**

  
 .....  
**N. Mdutyana**  
**Bid Specification Chairperson**

**Recommended by**

  
 .....  
**X.N. Venn**  
**Chief Financial Officer**

**Approved by**

  
 .....  
**L. Nonyongo**  
**Municipal Manager**