



BID NOTICE AND INVITATION TO BID

Proposals are hereby invited by Ntabankulu Local Municipality from suitably qualified, experienced and competent **Service Provider** for the provision of website hosting, backup, management, development and redesign services for a period of three (3) years.

Project name	Contract no.	Typical Project Description	Closing Date of Tender and Time	Preference points system
provision of website hosting, backup, management, development, maintenance and redesign services for a period of three (3) years.	NLM/CS/WHBMD R/2025/2026	provision of website hosting, backup, management, development and maintenance and redesign services	23 June 2025 at 12H00 at Ntabankulu LM	80/20

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. No briefing session will be held. **Bid documents will be available immediately after three working days of the advert in Ntabankulu Local Municipality Offices or through email upon receipt of proof of payment. A non-refundable cash payment of R200.00 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 (FNB)
- ❖ **Branch Code:** 250035
- ❖ **Reference:** Company Name and WHBMDR

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant Contract number and must be deposited in the official Tender box clearly marked with **"PROVISION OF WEBSITE HOSTING, BACKUP, MANAGEMENT, DEVELOPMENT AND MAINTENANCE AND REDESIGN SERVICES"** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00**, at which time tenders 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 these mandatory documents in their bids:

- ❖ Valid SARS Tax compliance status document with Pin
- ❖ MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)
- ❖ Proof of company registration.
- ❖ Original certified ID copies for the entity owner/s.
- ❖ **Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit**

NB. All certification must not be more than 3 months old and must be in its original format.

- ❖ Proof of municipal rates for the company and directors or 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 joint venture agreement.

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- ❖ 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>. No registration will be regarded as non-responsive and be disqualified from the bid. A copy of the CSD must be attached.

Tender documents must be filled/completed in its original format; no copies will be accepted. Failure to submit the mandatory document will deem the tender non-responsive and it will not be evaluated further.

Stage 1. Functionality will be evaluated based on the following criteria and tenderers who fail to score a minimum functionality assessment of 70% will be considered non-responsive and will not be evaluated further.

No.	FUNCTIONALITY	POINTS ALLOCATION
1	Proof of website Hosting and Disaster Recovery infrastructure (<i>signed Agreement by parties involved from the hosting company</i>)	25
2	Proven experience of redesigning, developing, maintenance and hosting of website. (<i>attach copies of signed appointment letters & reference letters by accounting officers</i>) <i>1 appointment letter & reference letter – 10</i> <i>2 appointment letters & reference letters – 20</i> <i>3 appointment letters & reference letters - 30</i>	30
3	Key Personnel for website and server administration (<i>attach certified copy</i>) <i>-National Diploma in IT & Web design Specialist: 20</i> <i>- Degree in IT & Web design Specialist: 25</i>	25
4	Company must be certified in web designing (<i>attach certified copy</i>)	20
	Total	100

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Stage 2: Price and Specific goals

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

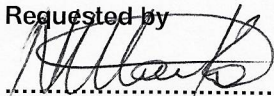
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by =>50% black people	4	
Business owned by <50% black people	1	
Business owned by =>50% women	3	
Business owned by <50% women	1	
Business owned by =>50% Youth (age <= 35 years on the closing date)	5	
Business owned by <50% Youth (age >35 years on the closing date)	3	
Business owned by People with Disability / Military veteran	2	
Small Enterprise (SMME Category – QSE/EME	2	
Promoting Locality - Business located within Ntabankulu	4	
Promoting Locality - Business located in Alfred Nzo District	3	
Promoting Locality - Business located in Eastern Cape	2	
Promoting Locality - Business located in South Africa	1	

The provisions of the Preferential Procurement Regulations 2022 and Municipal SCM Policy will apply.

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 technical enquiries should be directed to **Mr. B. Madwantsi** at bulelani@ntabankulu.gov.za or **076 0899 007** and procurement or SCM enquiries should be directed to **Mr. O. Mdudi** at mdudio@ntabankulu.gov.za or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

Requested by



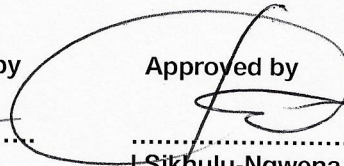
N. Mankahla
Bid Specification Chairperson

Recommended by



M. Mhlifili
CFO

Approved by



I Sikhulu-Nqwena
Municipal Manager