



**TENDER NOTICE AND INVITATION TO TENDER
BID NO: NLM/BTO/MUUS/2025/2026**

PROPOSALS ARE HEREBY INVITED BY NTABANKULU LOCAL MUNICIPALITY FROM SERVICE PROVIDERS FOR THE MAINTENANCE, UPGRADING, UPDATING AND SUPPORT FOR AN EXISTING INTEGRATED FINANCIAL MANAGEMENT SYSTEM (SAGE EVOLUTION) FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

A detailed specification will be available in the Bid document. A compulsory briefing session will strictly be 30 minutes. Punctuality will be adhered to. The briefing session will be conducted at Ntabankulu Local Municipality.

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** to Ntabankulu Local Municipality is required upon collection of the tender document.

EFT payments will be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250
- **Branch Code:** 250035
- **Reference:** MUUS and Company Name

A compulsory briefing meeting/session has been scheduled for 26 of August 2025 at 11H00, at Ntabankulu Local Municipality.

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 **“MAINTENANCE, UPGRADING, UPDATING AND SUPPORT FOR AN EXISTING INTEGRATED FINANCIAL MANAGEMENT SYSTEM (SAGE EVOLUTION) FOR A PERIOD OF TWENTY-FOUR (24) MONTHS. : NLM/BTO/MUUS/2025/2026 in the main entrance** of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 16th of September 2025**, 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.

Bidders must submit the following mandatory documents with their bid document:

- Valid SARS Tax compliance 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

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

- Proof of municipal rates clearance for the company and director of the company or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based.
- 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. Central Supplier Database report must be submitted.

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.

NB. Tender documents must be filled/completed in its original format; no copies will be accepted.

Failure to submit any of the required mandatory documents will deem the tender nonresponsive and it will not be evaluated further.

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionality assessment of 70 points will be considered nonresponsive and will not be evaluated further:

Area of Evaluation	Points allocated
<u>Company Profile</u> Capacity and Business entity establishment (Company profile with clear business address and contact details)	10 points
<u>Relevant experience</u> Appointment letters with traceable references of similar projects implemented in the past.	20 points

<p>The service provider should also include the name of a project, deliverables, of their listed services.</p> <p>Appointment letters with traceable references to be attached.</p> <ul style="list-style-type: none"> • 3 appointment letters and above = 20 points • 2 appointment letters = 15 points • 1 appointment letters = 10 points • 0 appointment letter = 0 points 	
<p>Capacity to undertake the job</p> <p>Structure of Project Team with CV's and certified copies of certificates with:-</p> <ul style="list-style-type: none"> • ND/Degree in Accounting or Financial Information System) of key personnel (a minimum of two (2) dedicated members). = 05 points • 3 years of experience in the financial accounting field. = 05 points 	10 Points
<p>Methodology:</p> <ul style="list-style-type: none"> • Submission of a comprehensive methodology of what is required without any deviations, clear deliverables, cash flow projections and fixed time frames. = 20 points • Submission of a comprehensive methodology of what is required without any deviations, clear deliverables, cash flow projections. = 15 points • Submission of a comprehensive methodology of what is required without any deviations, clear deliverables. = 10 points • Non- submission = 0 points 	20 points
<p>Proof of certificate:</p> <ul style="list-style-type: none"> • Business Partner Certificate from SAGE Evolution – 40 Points 	40 points
<p>TOTAL</p>	100 Points

Stage 2: Price and Specific Goals

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	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 Eastern Cape		2		
Promoting Locality - Business located South Africa		1		

Bidders are required to score a minimum of 70% on the evaluation criteria

The provisions of the Preferential Procurement Regulations 2022 will apply.

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, telegraphic, facsimile, incomplete or unsigned 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 or any tender or to furnish reasons for its decisions

Further technical enquiries should be directed to: Mrs T. D. Mongo at magwayit@ntabankulu.gov.za / cell no 071 852 3876/ Mr M Mhlifili at mhlifilim@ntabankulu.gov.za / cell no 072 736 5108 and procurement or SCM enquiries should be directed to Mr. O. Mdudi at mdudio@ntabankulu.gov.za / Cell no. 0827860772 during office hours i.e 08h00 and 16h30

Prepared by



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N. Ntshobane
Bid Specification Chairperson

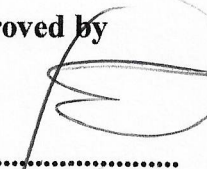
Recommended by



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M. Mhlifili
Chief Financial Officer

Approved by



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I. Sikhulu-Nqwena
Municipal Manager