



FORMAL TENDER: (OFFICE AUTOMATION/NC061/03/2024)

**SUPPLY, MAINTENANCE AND INSTALLATION FOR OFFICE AUTOMATION FOR A
CONTRACT PERIOD OF 36 MONTHS
FORMAL TENDER
PROCUREMENT RANGE (R 299 999.00 AND ABOVE)**

**PROSPECTIVE BIDDERS ARE INVITED TO SUBMIT FORMAL TENDERS FOR THE
SUPPLY, MAINTENANCE AND AUTOMATION FOR A CONTRACT PERIOD OF 36 MONTHS
SERVICES TO BE RENDERED TO RICHTERSVELD MUNICIPALITY**

Tender documents, in English, are obtainable from Friday, 08 March 2024, at the offices of the Supply Chain Management Unit, Richtersveld Municipality, Port Nolloth; Tel. 027 851 1139/ 027 851 1106, between 07:30 and 16h30 and **alternatively the document may be downloaded from e-tender portal at - www.etenders.gov.za** the standard participation fee of R623.30 applies.

Specification enquiries can be referred to the SCM Unit of Richtersveld Municipality

Sealed Tender, with "Tender No": (AUTOMATION /NC061/03/2024)

clearly endorsed on the envelope, must be deposited in Tender Box at the Municipal offices in Port Nolloth

NB: Evaluation Criteria : 80 Points = Price , 20 Points Specific Goals as per the attached MBD 6.1 respectively

The following Specific goals will apply to this Formal Written Price Quotation

1. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province maximum (5 points)

**2. Advancement of Historically disadvantaged Individuals maximum (9- points)
Race 4 points – Gender 3 points – Disability -2 points**

3. Infrastructure upliftment of communities through, but not limited to housing, transport, schools- infrastructure donation , and charity organizations- maximum (6 points)

OFFICE AUTOMATION CONTRACT PERIOD OF 36 MONTHS (3 YEARS)

The closing date and time of the tender is on 24 March 2024 and tenders will be opened in public at the Richtersveld Municipal Offices.

Following conditions will apply to the tender:

- Prospective bidders need to be registered on the Central Supplier Database (CSD) of National Treasury. Proof of registration should be attached to the tender document (CSD REPORT)
- SARS Valid Tax Pin must be attached
- A copy of Company Registration documents (CK 1) must be submitted

- Copy of the latest Municipal Account or a signed Lease Agreement on the address of the business and that of the directors, as per CK1, must accompany the bid document (**NB. Bidders may not be in arrears for more than three months with municipal rates and service charges**)
- Certified original copy of Identity Documents (ID's) of all shareholders/ owner(s)/ partners/managers of the bidding companies must be submitted with the bid document.
- **SMME's** that apply should indicate the following details – Medium enterprises should have an annual turnover of 35.0 million, Small enterprises should have an 17.0 annual turnover, Micro enterprises should have an annual 7.0 annual turnover.
- Price quoted must be valid for at least 90 days;
- Price quoted must be firm and inclusive of VAT (if VAT registered);
- Bids which are **late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically**, will **NOT** be accepted;
- Bids must only be submitted on the documentation provided by the Richtersveld Municipality (original Bid Documents) and be completed with black ink;
The Supply Chain Management Policy of Richtersveld Local Municipality will apply.
- Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.
- No tender will be considered from a person or company who, for the past five years, has been convicted of fraud, corruption or any criminal offense
- **No tender will be considered to persons in the service of the state.**

JG CLOETE



MUNICIPAL MANAGER

RICHTERSVELD MUNICIPALITY

DATE: 08 March 2024