

**ADVERT**  
**TENDER NUMBER: SCM14/04/2018**

Enoch Mgijima local municipality hereby invites all interested Accredited Service providers for the Development and Implementation of the electronic Document and Records management system

Project Name	Bid Number	Scope of work	Closing Date	Enquiries	Availability of tender documents
Development and Implementation of the electronic Document and Records management system	SCM14/04/2018	Development and Implementation of the electronic Document and Records management system	<p><b>Date: 28/08/2018</b></p> <p>Time: 12h00</p> <p>Place of Tender box: <b>Budget and Treasury Office, 25 – 27 Owen Street, Queenstown</b></p> <p>All bids must be <b>sealed</b> and <b>clearly marked</b> in front of the envelop: <b>The Tender Number and The Bid Description</b></p> <p>and be deposited in the tender box with a returning address on the back of envelop.</p>	<p>Technical enquiries may be directed to</p> <p>Mr. X Makeleni</p> <p>Tel: 045 807 2683</p> <p>SCM related queries may be directed to:</p> <p>Mr. A Hoko</p> <p>Tel: 045 807 2099</p>	<p>Tender documents will be available at SCM office, 25 -27 Owen Street, Queenstown as from 08h00 to 16h00, as from 13/08/2018 at Enoch mgijima local municipality and are available on sale for a non refundable fee of R250.00</p>

1. Bidders must submit together with their bids a copy of company registration document (CK).
2. Bidder must be registered in the national treasury Central supplier database (CSD)
3. Failure to submit SARS Tax Original Certificate or printed copy of Tax Compliance Status pin, certified copies of ID's of directors may result in a tender deemed non-responsive.
4. Failure to submit certified BBBEE CERTIFICATE will result to a bidder losing points allocated for BBBEE.
5. Failure to submit comprehensive JV agreement (where applicable) will result in a tender deemed non responsive.
6. Failure to complete the tender forms e.g. Form of Offer, declaration of interest, will result in a tender deemed non-responsive.
7. Failure to submit statement of municipal account that is not older than three months or lease agreement or affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or letter from a ward councillor may result to tender deemed non-responsive.
8. Bidders to ensure that their tender is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents

9. **Company profile with proven previous experience must be attached, failure to do so may result to your bid deemed non-responsive**
10. **The Enoch mgijima local municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid or to withdraw the bid.**
11. **All alterations in prices/quotes must be signed for and failure to sign will result in tender deemed non-responsive**
12. **Use of tipex is prohibited and the bidder will be deemed non-responsive.**

**Bidders must further note that:**

1. **Non-disclosure by service providers who are in the employ of the state may lead to disqualification**
2. **Bids submitted will hold good for a period of 90 days and if your company has not heard within this period take that your company was unsuccessful.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 2000(PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-**

**PPPFA for evaluation purposes: 80/20**

**Price - 80**

**BBBEE - 20**

Issued By

**C MAGWANGQANA  
MUNICIPAL MANAGER**