

**MOGALAKWENA LOCAL MUNICIPALITY**



**PROJECT NAME: APPOINTMENT OF A SERVICE PROVIDER FOR  
SUPPLY AND DELIVERY OF DESKTOPS AND LAPTOPS**

**TENDER NO: 01-2019/20**

**CLOSING DATE AND TIME: 07.02.2020 at 10am**

**NAME OF TENDERER:** \_\_\_\_\_

**TENDERED AMOUNT:** \_\_\_\_\_

**TENDER SUM IN WORDS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CELL NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**OFFICE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_



## **MOGALAKWENA MUNICIPALITY**

### **SUPPLY CHAIN MANAGEMENT**

#### **APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF DESKTOPS AND LAPTOPS**

**CLOSING DATE & TIME: 07.02.2020 AT 10 AM**

The Municipality of Mogalakwena hereby invites suitably qualified service providers for the supply, delivery of desktops and laptops.

Tenders and supporting documents must be sealed in an envelope clearly marked: **“Tender No: 01-2019/20 (Supply and delivery of Desktops and Laptops and** must be deposited in the tender box of Mogalakwena Municipality not later than **10H00 am on 07 FEBRUARY 2020** when all tenders received will be opened in public in the old Council Chambers, on the ground floor.

The bids will be evaluated according to the Procurement Policy of the Municipality and other applicable legislation. Late, faxed or telephonic tenders will not be accepted.

**NB\*** Service providers should take note that no bid/service will be awarded to a service provider who is not registered on Web Based Central Supplier Database (CSD).

Administrative enquiries related to this tender may be addressed to the Supply Chain Management Unit on 015 491 9662/9649/9647 or [supplychain@mogalakwena.gov.za](mailto:supplychain@mogalakwena.gov.za) and Technical enquiries may be addressed to IT department on 0154919620/9699

The Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be.

**NOTICE NUMBER: 123/2019**

**BS GUNQISA**

**MUNICIPAL MANAGER**

## TENDER NO. 01-2019/20

### A. INTRODUCTION

1. Invitation to submit Bids:

Mogalakwena Local Municipality invites service providers to submit Tenders for Supply and delivery of Laptops and Desktops as described in the Terms of Reference (TOR) document. Proposals received will be the basis for the contract negotiations and ultimately appointment of the suitable service provider. It is therefore important that service providers familiarise themselves with the municipality's processes and MLM supply chain management policy and to take them into account in preparing their tender.

2. Service Providers must note that the costs of preparing the tender and of negotiating the contract are not reimbursable and Mogalakwena Local Municipality is not bound to accept any of the tender submitted.
3. At any time before submission of the bid, Mogalakwena Local Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify these Specifications by amendments. The amendment will be sent in writing by facsimile or electronic mail to all Service providers and will be binding on them. Mogalakwena Local Municipality may at its discretion extend the deadline for the submission of bids.

### B. FINANCIAL PROPOSAL

In preparing the financial proposal, service providers are expected to take into account the requirements and the conditions of these Specifications. The financial proposal should list all costs associated with the project and relevant taxes. The proposal must be fixed cost and remain valid for **90 days** after the closing date of the tender submissions. The rate of exchange of this bid is not subject to any foreign currency and the prize must be firm.

### **C. NEGOTIATIONS**

Negotiations to reach agreement on all points and sign a contract will be held at a time and place to be determined by Mogalakwena Local Municipality. Negotiations will include a discussion of the technical proposal, the proposed work plan and any suggestions made by the appointed service provider to improve the Terms of Reference. The agreed work plan, service level agreement and final Terms of Reference will then be incorporated into the "Description of Services" and form part of the contract.

### **D. SUBMISSION, RECEIPTING AND OPENING OF TENDER PROPOSAL**

The proposal tender document shall be placed in a sealed envelope clearly marked "project name, project number and the closing date". The envelope shall be deposited in the tender box at the Civic Centre situated at:

***54 Retief Street, MOKOPANE***

Note that any tender received after the closing date and time for submission, will not be considered.

***Technical Enquiries regarding the bid may be directed to:***

***Department: Supply Chain Management***

***Telephone Number: 015 491 9666/9620/9649/9647***

***Administrative Enquiries to Supply Chain Unit:***

***Telephone number:-015 491 9662/9649/9647***

***supplychain@mogalakwena.gov.za***

The tenders will be opened immediately after the closing time for submission. No bid outside the box will be accepted. At the opening all service providers'

bids will be read aloud and the tender amount shall be made public and recorded.

Mogalakwena Local Municipality will take ownership of the outcomes and deliverables, thereby reserving the right to reproduce information from, copy and / or distribute such outcomes and deliverables without the prior consent of and / or reference to the service provider.

**MOGALAKWENA LOCAL MUNICIPALITY**

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY OF DESKTOPS AND LAPTOPS**

It is the intention of the Mogalakwena Local Municipality to enter into a service agreement with a service provider that will carry out the services described hereunder. These Terms of Reference and the service provider's proposal will form the basis of the contract.

**SECTION 1: DETAILS**

<b>Province</b>	<b>Limpopo</b>
<b>District</b>	<b>Waterberg</b>
<b>Municipality</b>	<b>Mogalakwena Local Municipality</b>
<b>Project Name</b>	<b>Appointment of a service provider to supply and delivery of Laptops and Desktops</b>

**SECTION 2: SUMMARY OF BRIEF**

**Proposals** are requested from service providers who have the necessary stature and extensive experience for the supply and delivery of Laptops and Desktops

### SECTION 3: PROJECT DESCRIPTION

#### APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF DESKTOPS AND LAPTOPS

ITEM NO.	DESCRIPTION	QUANTITY
1.	<p><b><u>LAPTOPS</u></b></p> <p>Intel® Core™ i7 processor            Intel HD Graphics 17inch            8 GB 1600 MHz DDR3L SDRAM            1 TB SATA HDD internal            DVD+/-RW SuperMulti DL            Network Ethernet (100/1000)            MS Windows 10 professional 64            Carry Bag            +            Security Lock cable</p>	<b><u>18</u></b>
2.	<p><b><u>DESKTOP</u></b></p> <p>Intel Core TM i7 processor            Intel HD Graphics            8GB 1600 MHz DDR3 RAM            1TB SATA HDD internal            DVD+/-RW SuperMulti DL            Network Ethernet (100/1000)            MS Windows 10 professional 64            +            19" VGA Monitor</p>	<b><u>12</u></b>



**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

<b>Description</b>	<b>Unit Price</b>
Desktop	
Laptop	
<b>SUB-TOTAL</b>	<b>R.....</b>
<b>VAT</b>	<b>R.....</b>
<b>TOTAL AMOUNT INCL.VAT</b>	<b>R.....</b>

**SECTION 5: SPECIAL CONDITIONS OF TENDER**

1. No services must be rendered or goods delivered before an official Mogalakwena Local Municipality Purchase Order form has been issued
2. The brand name and model must be specified.
3. No generic models

## SECTION 7: DELIVERY TIMEFRAME

Within 14 working days of appointment

## SECTION 10:- EVALUATION CRITERIA

EVALUATION ON QUALITY/FUNCTIONALITY = 100

Bidder evaluation criteria for functionality	Weight	Description	Points allocations
<p><b>Previous company experience (attached appointment letter / reference letter for points allocation).</b></p> <p><b>Otherwise no points will be allocated</b></p>	40	<ul style="list-style-type: none"> <li>The bidder has the necessary experience in similar projects to successfully execute the project <b>(5+ projects)</b></li> <li>The bidder has the necessary experience in similar projects to successfully execute the project <b>(3-4 projects)</b></li> <li>The bidder has the necessary experience in similar projects to successfully execute the project <b>(1-2 projects)</b></li> </ul>	40  20  10
<p>Locality</p>		<p>Within MLM - 20 Within District -10 Outside District -0</p>	20
<p><b>Financial standing / Ability to execute the project</b></p> <ul style="list-style-type: none"> <li>Bidder's stamped bank(financial) rating</li> </ul> <p>Points will not be allocated to a service provider who fails to provide a certified bank rating letter.</p>	40	<p><b>Rating</b></p> <ul style="list-style-type: none"> <li>A -C</li> <li>D</li> <li>E</li> <li>F-H</li> </ul>	40 20 10 0
	<b>100</b>		<b>TOTAL</b>

**The bidder must obtain a minimum score of 70% of points allocated for quality (functionality) to qualify for further evaluation.**

**Price Assessment**

Proposal will be evaluated on the basis of the PPPFA 80/20 point system.

The 80/20 point system will be as follows:

	<b>SCORES</b>
<b>Price Assessment</b>	<b>80</b>
<b>TOTAL</b>	<b>80</b>

<b>PREFERENTIAL / BBBEE POINTS</b>	<b>10</b>
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**THE FOLLOWING REQUIREMENTS WILL APPLY:**

- Price(s) quoted must be valid for at least ninety (90) days from the date of your offer.
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered) and detailed price schedule must be attached.
- Company registration certificate e.g. CK1, CK2 etc
- **The bidder must be tax compliant.** (For both Parties in case of a Joint Venture)
- Tender proposal will be evaluated on PPPFA 80/20 points system.
- Contactable Reference list of previous and current projects must be attached. Contactable reference list must comprise of the following information: - **project name, company tendered for, tendered amount,**

**year of the project, contactable telephone numbers and completion date.**

- Form must be signed in black ink (no pencil is allowed or other colour)
- All MBD Forms must be completed and signed
- In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed by both parties and be attached
- Any alterations on the proposals or the tender document must be initialled.
- Valid Proof of Residential e.g. lease agreement, municipal rates & taxes account etc.
- Valid BBBEE certificate from agencies accredited by SANAS should be submitted or a registered auditor approved by the IRBA or a sworn affidavit confirming annual turnover. (For both Parties in case of a Joint Venture)
- Bidder must be registered with CSD and the summary report to be attached
- All certified copies must be valid as on the date of closing