



TENDER NOTICE AND INVITATION TO TENDER

CLOSING TIME: 13:30

CLOSING DATE: 12 APRIL 2021

TENDER 43 / 2021: SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY.

Prince Albert Municipality hereby invites tenders for supply, delivery and installation of an electronic records, document and workflow system for a contract period of three (3) years. A set of tender documents are available at no charge from the Prince Albert Municipality Website at www.pamun.gov.za (Website navigation is as follow: Procurement, Tenders available).

Alternatively, a set of tender documents can be obtained at a non-refundable cost of R400.00 (inclusive of VAT), payable in cash at the cashiers at the Prince Albert Municipality's Financial Building, 23 Church Street, Prince Albert or EFT deposit in favour of the Prince Albert Municipality ABSA Bank, Account number 26-4056-0064 Reference: T43/2021 and company name, prior to collecting the tender document.

Tender documents will be available from 23 March 2021.

All technical enquiries relating to the tender documents, supply chain management and bidding procedure may be addressed to: scm@pamun.gov.za.

A **compulsory tender clarification meeting** will be held at the Municipal Council Chambers (Administration Building), 33 Church Street, Prince Albert, 6930 at 11H00 on 25 March 2021. Tenderers who arrive after 11H15 will not be allowed to join the clarification meeting. Tenderers are advised that the compulsory clarification meeting will be conducted in adherence to the relevant COVID-19 Lockdown Regulations promulgated for such assemblies.

The closing time for submission of bids is **13h30 on Monday 12 April 2021**. Bids must be sealed in an envelope clearly marked with the bid number and title given above and placed in the **bid box at the Administration Building, 33 Church Street, Prince Albert**, on or before the mentioned time and latest date. Telephonic, facsimile, e-mail and late bids will not be accepted. Bids must remain valid for a period of ninety (90) days after the closing date of the bid. Notwithstanding the period for validity of bids as set out in the bid documents, bids shall be deemed to remain valid until formal acceptance by the Prince Albert Municipality of an offer at any time after the expiry of the original validity period, unless the Prince Albert Municipality is notified in writing of anything to the contrary (including any further conditions) by the bidder.

Bids will be opened on the same day at the Council Chambers (Municipal Administration Building) at 13h30. Late or unmarked bids will not be considered.

Bids may only be submitted on the bid documentation that is issued.

This bid is not subject to Local Production and Content.

The evaluation of this bid will be subjected to functionality scoring. Bidders must obtain the minimum functionality score of **35 out of 50 points (70%)** in order for the bid to be responsive. Bidders who do not meet the minimum functionality scoring as indicated, will be regarded as non-responsive.

Bids will be evaluated according to the **80/20** preference points system. The bids are subject to the Council's Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2017.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017).

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Document

**MS ANNELEEN VORSTER
MUNICIPAL MANAGER**