

MTUBATUBA



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BID NOTICE

IT SUPPORT

MTU26/2016/2017

Tenders are hereby invited from suitable qualified and experienced Bidders for the supply and delivery of the IT Support at Mtubatuba Local Municipality in the Province of KwaZulu Natal.

Contract Name	Contract No.	Compulsory briefing session.	Closing Date
IT SUPPORT	MTU26/2016/2017	02 JUNE 2017 at Municipal Offices @ 10:00 AM	12h00 (midday) on 13 June 2017

Prospective Tenderers must ensure that they are at the compulsory briefing session at the stipulated time. Only Tenders that have suitable with adequate experience and expertise are eligible to submit Bids.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- valid tax clearance certificate
- Company registration
- Proof of CSD Registration
- Proof of HP / DELL / Microsoft and Pinnacle Africa dealership
- Experience of tender 3 letters
- Qualifications
- Methodology of domain registration, website and email hosting
- All bids submitted shall be valid for 90 days after the bid closing date.

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT
- A firm delivery period must be indicated
- It is compulsory to submit a copy of the CK1/CK2 document, a valid Tax Clearance Certificate.
- A valid B-BBEE status level verification certificate must be submitted . Failure to do so may result in scoring zero preference point and prospective Tenderers are requested to take note that the directives applicable in respect of the B-BBEE as prescribed in the Preferential Procurement Regulations, 2011. 80/20 principle will apply in the adjudication of this bid. Registration on the Councils Database is encouraged prior to the submission or closing of the tender. Registration forms are available at Mtubatuba Local Municipality website or can be collected at our SCM office. It is the responsibility of the Tenderer to ensure that the registration documents are received by the Supply Chain Management Office.

1. DOCUMENTS

Tender documents will be available at the Mtubatuba Municipal Offices in Lot 105, Inkosi Mtubatuba Street, at on **02 June 2017 the Day of the briefing with the non-refundable amount of R300.00**

2. BID ENQUIRIES

Bid enquiries and technical matters shall be directed in writing to the relevant representative as detailed below:

Enquiries	CONTACT PERSON	TELEPHONE	FAX
Information Technology	Mr. TT Mbokazi	035 550 0069	035 550 0060
Supply Chain Management	Ms. N Mtshali	035 550 0069	035 550 0060

For further information contact the General Manager: Corporate Services Department, **Mrs. NHM Dladla** during normal office hours on telephone number 035 550 0069.

3. CLOSING DATE

The closing dates for the Bids are as per the table above. Bids must be completed in accordance with the Bid conditions and rules of Bid, enclosed in **SEALED ENVELOPES** and addressed to the Municipal Manager, Mtubatuba Local Municipality, with the relevant Contract name & number clearly marked.

Sealed and marked bids must be deposited in the tender box at the Reception, Mtubatuba Local Municipality, Lot 105, Inkosi Mtubatuba Road, at the time and date specified in the table above. **Late Bids will NOT be considered.**

Bidders must complete and sign all of the returnable documents, failing which the Bid will be deemed non-responsive.

Mtubatuba Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of the bid.

**MR. JA MNGOMEZULU
MUNICIPAL MANAGER
MTUBATUBA LOCAL MUNICIPALITY**