



## **TENDER NO.MN 66/2019**

### **APPOINTMENT OF SERVICE PROVIDER FOR STAFF TIME AND ATTENDANCE CLOCKING SYSTEM FOR A PERIOD OF THREE YEARS.**

In terms of Chapter 11 of the Municipal Finance Management Act No 56 of 2003, tenders are hereby invited for the above.

The physical address for collection of tender documents is: The Office of the Human Resources Administration Officer, OK Mall Building, 34 Chief Albert Luthuli, KwaDukuza upon presentation of a receipt proving prior payment of a non-refundable fee of R127.00 (inclusive of VAT), having been made at the Municipal Finance Business Unit, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. (Cash or bank guaranteed cheques only). **Tender documents will be available from 10h00 on 30 MAY 2019 until 15h00 on 10 JUNE 2019. The cut-off time for selling of tender document is 15h00 on the 10 JUNE 2019.** Documents to be collected from Human Resources Administration Officer Asha Moonilal in office number 04, OK Mall Building, 34 Chief Albert Luthuli Telephone (032 437 5149). Technical queries contact Mandla Ngcamu – 032 437 5148.

A compulsory clarification meeting with representatives of the Employer will take place at the HR Board Room, OK Mall Building, Chief Albert Luthuli Street, KwaDukuza, starting at **10h00 am** on **11 JUNE 2019**. Failure to attend the compulsory clarification meeting will disqualify the tender. Only those contractors who are in physical possession of a tender document shall be permitted into the venue to attend and participate in discussion at the compulsory clarification meeting. Doors to the venue will be closed at **10H00. No Late Tenderers shall be permitted in the venue.**

Tenders shall be placed in sealed envelopes, endorsed **“TENDER NO MN66/2019 APPOINTMENT OF SERVICE PROVIDER FOR STAFF TIME AND ATTENDANCE CLOCKING SYSTEM FOR A PERIOD OF THREE YEARS”** and be placed in the tender box at the KwaDukuza Municipal Offices, 14 Chief Albert Luthuli Street, KwaDukuza, not later than **12h00 on 1 JULY 2019** when the tenders will be opened in public. Electronic or faxed tenders will not be accepted.

**Tenders will be evaluated and adjudicated according to the following criteria: -**

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulation. 2017 (B-BBEE Status Level of Contribution - an original or certified copy of the certificate is required).
- Contractor shall be registered on the National Treasury's Central Supplier Database.
- Council's Supply Chain Management Policy.
- Prices tendered must be firm and inclusive of VAT.
- Contractor shall provide the Municipality with a Tax Compliance Status PIN to verify your tax compliance status or CSD master registration number.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from the landlord indicating that the levies are not in arrears.
- Certificate of Attendance at the clarification meeting.
- Tender is valid for 90 consecutive days.

All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.

Council does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender and preference will be given to Affirmative Business Enterprises. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company. Canvassing in any form in the gift is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from persons in the services of any organ of the state

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**NJ Mdakane**  
**MUNICIPAL MANAGER**