

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 8 OCTOBER 2021

TDR207/2021/2022: SUPPLY, DELIVERY AND INSTALLATION OF AN ARCGIS ENTERPRISE LICENSE AGREEMENT INCLUDING DEVELOPMENT, SUPPORT AND MAINTENANCE FOR THE MOSSEL BAY MUNICIPALITY

Tenders are hereby invited from prospective service providers for the supply, delivery and installation of an ARCGIS enterprise license agreement, including development, support and maintenance for a period of ten (10) years from 1 November 2021 to 31 October 2031. The tender is subject to a section 33 process.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr André Fraser at telephone (044) 606-5050 or e-mail at afraser@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Ms Unchin Kannemeyer at telephone (044) 606-5192 or e-mail at ukannemeyer@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R254.80 per set from Ms Unchin Kannemeyer who may be contacted at telephone (044) 606-5192 **OR** it can be obtained on our website at <https://www.mosselbay.gov.za/tenders-available> free of charge (follow the procurement-link). Payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** prior to collecting the tender document and proof of payment must be submitted when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

A compulsory online briefing meeting will take place at 11h00 on Wednesday, 15 September 2021 via Microsoft Teams.

PLEASE ENSURE THAT ALL PARTNERS OF A JOINT VENTURE ATTEND THIS COMPULSORY MEETING. FAILURE TO ATTEND THE MEETING WILL RESULT IN THE BID BEING NON-RESPONSIVE.

Bidders who will attend the online briefing meeting via Microsoft Teams must send their details (Company Name, e-mail address and cell phone number, contact person) to ukannemeyer@mosselbay.gov.za before 10h00 on the day of the briefing meeting. Only bidders that indicated attendance will be invited to the arranged Teams meeting.

Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory briefing meeting as the Scope of Works, the Design and the Tender Specifications will be discussed in detail along with the Execution phase expectations and possible amendments. It remains the Bidder's responsibility to familiarise themselves with and fully understand the tender specifications to be able to submit a responsive tender.

Potential bidders are requested to submit possible questions before 14h00 on Monday, 20 September 2021 to ukannemeyer@mosselbay.gov.za. The minutes of the briefing meeting, addendums, questions and answers and any other documentation will be forwarded to all potential bidders whom attended the compulsory online briefing meeting.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 8 October 2021** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

The tender is subject to functionality criteria.

Bids will be pre-evaluated on the following functionality criteria and bids that score less than 81 out of 115 points will be considered as non-responsive:

Functionality criteria and weight:

1. Existence of Company or Legacy Companies carrying a weight of 30 points.
2. References Related to Municipal Experience (Local Government) carrying a weight of 15 points.
3. Qualifications of Personnel carrying a weight of 40 points.
4. Company Experience in GIS System Development carrying a weight of 30 points.

Responsive bids will then be evaluated on the 80/20 or 90/10 Preference Points system as prescribed by the Preferential Procurement Regulations, 2017.

Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

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

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

MR S NAIDOO
ACTING MUNICIPAL MANAGER