

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 14 FEBRUARY 2014

TENDER 64-13/14: APPOINTMENT OF A VM (VIRTUAL MACHINE) PROFESSIONAL SERVICE PROVIDER TO ASSIST THE MOSSEL BAY MUNICIPALITY WITH THE PROCUREMENT AND INSTALLATION PROCESS OF A VIRTUAL MACHINE (VM) SOLUTION

Tenders are hereby invited from a prospective VM (Virtual Machine) Professional service provider for the assessment of the Mossel Bay Municipality server environment, engagement with current hardware and software service providers and then to facilitate the process of procurement and installation of the Virtual Machine (VM) Solution for the Mossel Bay Municipality.

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. Enquiries pertaining to the completion of the documents can be addressed to Ms Unchin Kannemeyer at telephone (044) 606-5197.

A set of tender documents can be obtained at a non-refundable cost of R82, 95 per set from Ms Unchin Kannemeyer who may be contacted at telephone (044) 606-5197 **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge (follow the procurement-link on the left hand side). 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, Plaza Aquada Building, 55 Marsh Street, Mossel Bay.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box on the Lower Ground floor (seaside) at the Mossel Bay Municipality Main Building, 101 Marsh Street, Mossel Bay by not later than 12:00 on Friday, 14 February 2014** 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.

Bids will be pre-evaluated on the following criteria and bids that score less than 50 out of 70 points will be considered as not responsive. Pre-evaluation criteria and weight:

1. Similar experience carrying a weight of 25 points
2. References carrying a weight of 15 points
3. Site Staff/Admin Personnel carrying a weight of 30 points

Responsive bids will then be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2011.

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 Municipality's Accredited 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.

**DR M GRATZ
MUNICIPAL MANAGER**