

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12h00

CLOSING DATE: 10 MAY 2024

TDR119/2023/2024: SUPPLY AND INSTALLATION OF A SYSTEM FOR DEEDS OFFICE SEARCHES

Tenders are hereby invited from service providers for the supply and installation of a system for deeds office searches to the Mossel Bay Municipality for a period of three (3) years from 1 July 2024 to 30 June 2027.

Tenders must be submitted on the original documents and remain valid for one hundred and twenty (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr Jannie Fourie at telephone (044) 606 5039 or jfourie@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Ms Nicole Saunders who may be contacted at telephone (044) 606-5194 or e-mail at nsaunders@mosselbay.gov.za.

A compulsory online briefing meeting will take place at 11h00 on Wednesday, 24 April 2024 via Microsoft Teams.

AT LEAST ONE OF THE PARTNERS OF A JOINT VENTURE MUST ATTEND THIS COMPULSORY ONLINE BRIEFING MEETING.

BIDDERS WHO DID NOT ATTEND THE COMPULSORY ONLINE BRIEFING MEETING AND SUBMIT A BID, WILL BE SEEN AS SUBMITTING A NON-RESPONSIVE BID.

Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory site 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.

Prospective bidders that log into the meeting 15 minutes or more after the advertised time the meeting started will not be allowed to attend the meeting. If a prospective bidder is delayed/have connection problems, he/she must inform the contact person before the meeting commence and he/she will only be allowed to attend the meeting if the chairperson of the meeting, as well as all the other bidders attending the meeting, give permission to do so.

Bidders who want to attend the online briefing meeting via Microsoft Teams must send their details (Company Name, e-mail address and cell phone number, contact person) to nsaunders@mosselbay.gov.za before 10h00 on the day of the briefing meeting. Only bidders who send their details to attend the meeting, will receive an invite to attend the meeting.

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Ms Nicole Saunders who may be contacted at telephone (044) 606-5194 or e-mail at nsaunders@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za), prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

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, 10 May 2024** or be posted 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 functionality criteria and bids that score less than 45 out of 60 points will be considered as non-responsive:

Functionality criteria and weight:

1. Company (or JV) Experience carrying a maximum weight of 30 points.
2. References related to experience carrying a maximum weight of 30 points.

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 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 this Database.

MR C PUREN
MUNICIPAL MANAGER