Municipality **Siyancuma** Munisipaliteit

13 Charl Cilliers Street
Civic Centre
P.O BOX 27
DOUGLAS – 8730
Tel. 053 298 1810/0624882340
Fax. 053 298 3141
E-MAIL: SCM.Siyancuma@gmail.com

2 Moffat Street
Municipal Offices
GRIEKWASTAD – 8365
Tel. 053 343 0019
Fax. 053 343 0333

Groenstraat
Municipal Offices
CAMPBELL - 8360
Tel. 053 297 9043
Fax. 053 297 9043

CPA Building
Schmidsdrift
SCHMIDSDRIFT - 8300
Cell. 078 120 7334

website: ww.siyancuma.gov.za

RE-ADVERT

SIYA-COR03/2025/26 - THE SUPPLY, INSTALLATION, COMMISSIONING AND MAINTAINING OF HUMAN RESOURCES AND PAYROLL SYSTEM, TIME AND ATTENDANCE CONTROL SYSTEM AND EMPLOYEE SELF-SERVICE SOLUTION SYSTEM FOR A PERIOD OF 36 MONTHS (3 YEARS)

Bids are hereby invited.

Bid No.	***Bid Description***	***Availability of documents***	***Contract Period***	***Closing date and time***	***Points System***
RE-ADVERT SIYA-COR03/2025/26	*The Supply, Installation, Commissioning and Maintaining of Human Resources and Payroll System, Time and Attendance Control System and Employee Self-service Solution System*	*24 June 2026*	*3 Years*	*27 July 2026@12:00 Pm*	*80/20*

Evaluation

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy of Council based on functionality whereby tenderers must achieve a minimum score of 70 points, the Revised Preferential Procurement Regulations of 2022 and the Siyancuma Local Municipality Supply Chain Management Policy, where 80 points will be allocated in respect of price and 20 points in respect of specific goals

Functionality Test

No	**CRITERIA**	**GUIDELINES**	**MAXIMUM POINTS**
1.	**Experience**	List of similar projects undertaken or currently being undertaken in municipalities (Signed appointment letters and reference letters must be submitted). 8 points will be awarded for each project undertaken. The maximum number of projects to be provided is 5 projects. **Signed Appointment Letters on company letterhead or signed purchase order and signed Reference Letters on company letterheads in the last ten (10) years. (In case there is subcontracting the main contractor and subcontractor appointments letters with completion letters signed by the Client should be attached)**	40
2.	**Company Registration**	Company to be registered and be a member as a payroll system provider to a relevant body. 10 points will be awarded for a valid Certificate. Provide a valid registration Certificate. Certificate to be certified.	10

3.	**Expertise**	Submit Certified Accreditation Certificates and CVs of Team Members. Team member can be directors or employees of the Tenderer. 3.1 Project team leader experience and with NQF Level 8 in Human Resources Management qualification. • 10 years' experience = 10 points • 8 years = 8 points • 6 years = 6 points • 4 years = 4 points	30
		• 2 year = 2 points 3.2 Software Developer experience and with NQF Level 6 in Information Technology qualification. • 10 years = 10 points • 8 years = 8 points • 6 years = 6 points • 4 years = 4 points • 2 year = 2 points 3.3 Team Member with experience and NQF Level 8 qualification in Accounting or Auditing or Financial Management. • 10 years = 10 points • 8 years = 8 points • 6 years = 6 points • 4 years = 4 points • 2 year = 2 points 8 Points will be allocated for each team member **Submit CV with experience, Certified copy Identity Document (ID), Certified Copies of Qualifications to Claim Points.**	
4.	**Methodology**	Bidders must demonstrate how the project will be implemented by: 4.1 Detailed work plan or project plan (5) 4.2 Support plan and turnaround time (5) 4.3 Training Plan (hand holding) (5)	15
5.	**IT Security Management**	Quality Management System (Certified by SABS, ISO or relevant bodies)	5

Price	80

The following specific goals will apply:

Specific Goals	Points	Required Proof
Ownership (HDI)		
% Black Ownership	3	Certified declaration(valid B-BBEE certificate may also be used)/certified founding documents of the company which ownership is listed
% Women Ownership	5	Certified declaration(valid B-BBEE certificate may also be used)/certified founding documents of the company which ownership is listed/certified ID copy of the women
% Disability Ownership	2	Certified declaration/certified founding documents of the company which ownership is listed/certified declaration from your medical doctor certifying the degree of disability
Locality		
Within the boundaries of Siyancuma Local Municipality	6	Physical address of company/registration number of enterprise/registration number awarded and location of office of local authority where levies are paid
Within the boundaries of Northern Cape	4	Physical address of company/registration number of enterprise/registration number awarded and location of office of local authority where levies are paid
Points Allocated	**/20**	

Soft and hard copies of the bid documents can be requested starting Wednesday, 24 June 2026. Proof of electronic payment must be emailed to **SCM.Siyancuma@gmail.com** using the Tender Number in the subject line. A non-refundable deposit of **R350.00** (EFT or cash) is required.

Siyancuma Local Municipality's Banking Details:

Account Name: **SIYANCUMA LOCAL MUNICIPALITY**
Bank: **Absa Bank**
Account Number: **408 736 816 0**
Branch Code: **630302**
Ref: **SIYA-COR03/2025/26_nameofbider**

All sealed bids must be clearly marked with the Bid name and bid number and must be placed in the Tender Box at the offices of the Siyancuma Local Municipality, Charl Cilliers Street DOUGLAS 8730, on or before **12:00pm on the specified closing date** at which time submissions will be opened in public. Tender box will be accessible from Monday to Friday from 07h30am to 16h30 pm.

Please note that it is a prerequisite of the Municipality that all service providers are to be registered on the **National Treasury Central Supplier Database (CSD)** and include in their bids, the tax clearance certificate or tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status. Registration on CSD can be done at www.csd.gov.za or at your nearest Treasury and Siyancuma Municipal Offices.

Siyancuma Municipality is under no obligation to accept the lowest or any quote and reserves the right to accept the whole or part of quote and reserves the right to re-advertise if it so wishes to. No reasons for the acceptance or rejection of any quote will be given.

Where applicable, bids will be evaluated on local content and bidders are requested to complete the relevant section of the bid document accordingly.