

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE
POSTAL ADDRESS:
Private Bag X 504
5160



Tel: 047 5555 024
047 5555 000
047 5550 278
Fax: 047 555 0202

"Deciding with the people, not for the people"

Date: 07 June 2022

REQUEST FOR QUOTATIONS

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	CO-SOURCED INFORMATION AND TECHNOLOGY AUDIT
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 10/2022
SITE CLARIFICATION MEETING (COMPULSORY):	NONE
QUOTATION TO BE DELIVERED BY:	15 June 2022 @ 12H00

SPECIFICATION OF ORDER

Proposals are requested from experienced service providers to render services for Co-Sourced Information and Technology Audit.

TERMS OF REFERENCE:

The detailed terms of reference are available at Office Number 23 (NLM Main Building) or www.nyandenilm.gov.za or on request via email.

- **PROPOSAL CONTENT**

The proposal should contain at least the under-mentioned content.

- **Project Budget and Pricing**

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain **valid for 60 days** after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered the final project budget. No escalation of costs shall be allowed for, for the duration of the project.

• **Conflict of Interest**

Nyandeni Local Municipality expects the consultants to observe the highest standards of ethics during the execution of this contract and reserves the right to terminate the contract at any stage if it is determined that these standards have been or may become compromised.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation.

Quotations will be evaluated on price and preference in terms of the **80/20** point system.

The following documents are to be submitted with the Quotation:

- A copy of Entity Registration Documents.
- Detailed Company Profile (with relevant past experience)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Entity Tax Compliance Status PIN & Entity Tax Reference Number (in writing, either on the company profile or any entity document with a letterhead or as issued by SARS (With clear expiry dates)
- Declaration of Interest MBD4, MBD 8 and MBD 9
- Billing Clearance Certificate/ Statement of Municipal Accounts or Directors proof of residence from ward councilor for non-rates payers (not older than 3 months)
- A certified copy or Original BBBEE Status Level Certificate or original affidavit
- Original Tender Document
- Completed data base registration form (if not currently registered with Nyandeni Local Municipality)
- In case of a joint venture (JV), Entity Tax Compliance Status PIN & Entity Tax Reference Number of both partners should be submitted as well as a JV agreement signed by both parties
- It should be noted that failing to attach the BBBEE Status Level Certificate will result in the 20 preference points not being awarded
- **Registration on the Central Supplier Database (CSD) is compulsory (proof of registration should be provided in writing).** (not older than 3 months)
- **The provisions of Preferential Procurement Regulations 2017 will apply**
- Tenders submitted are to hold good for a period of **90 days**.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000(PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Proposals will be evaluated based on the following criteria of 80/20

Price- 80 Points

B-BBBEE Status Level Contribution -20 Points

Quality (functionality) will be evaluated based on the following:

EVALUATION CRITERIA

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Experience: The project requires the services of a service provider possessing practical and technical competencies in the review of ICT controls.	15	Max 5	75

The Bidders is required to attach letters of contactable clients/references where its services can be verified for similar projects done previously and within the past 24 Months. References should be presented in a form of a written letter on an official letterhead from clients. The service provider must be knowledgeable of applicable ICT guidelines and recommended practices.			
Expertise: ICT academic and professional qualifications e.g. CISA Experience in project management of ICT Governance or Background in ICT Management	15	Max 5	75
Methodology- The bidder is required to demonstrate their company's ability and capability to deliver on the audit, outlining a comprehensive schedule of how the services are to be provided (Approach and methodology on executing this project).	5	Max 5	25
Professional membership of employees with professional bodies and professional certification. Such employees must be those who will work on the project)	5	Max 5	25
TOTAL	40(TW)		200 (MPS)

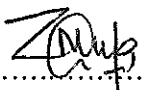
Tenderers will be evaluated for functionality and those who score equal or more than 60% will be considered for price

Formal written price quotations should be submitted in a sealed envelope, clearly marked "**QUOTATION NLM 10/2022 – CO-SOURCED INFORMATION AND TECHNOLOGY AUDIT**" which will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on **Wednesday, 15 June 2022**.

For technical enquiries, please contact Ms. L. Magayana at (047) 555 0000/20 and/or Mr. S. Poswa at (047) 555 5000/13 during working hours.

All bidders who are not registered in the Nyandeni Local Municipality database should submit their database registration forms upon quotation submission.

No late or incomplete quotations will be considered. The only or lowest quotation submitted shall not necessarily be accepted.


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Ms. Z. Masumpa
ACTING MUNICIPAL MANAGER
Nyandeni Local Municipality
Private Bag x 504
LIBODE, 5160