



**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

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Email: procurement@ubuhlebezwe.org.za

REF: 24316/14/12

QUOTE NO: UBU-Q-11/05/13

Date: 22 May 2013

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR SUPPLY,
INSTALLATION, AUTOMATION, CONFIGURATION AND MAINTANANCE OF CLOCK-
IN ACCESS CONTROL**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "ACCESS CONTROL SYSTEM": - & UBU-Q-05/04/13" not later than the 30TH of MAY 2013 at 12h00 to: 29 Margaret Street, Ixopo 3276

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the database
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- **Proof of Company Registration Document**
- **Copy of ID if Sole Trader**
- **Letter/Statement confirming status of municipal accounts (i.e rates, water)**
- **Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.**

NB: No quotations will be considered from persons in the service of the state.

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
Municipal Manager

PRORPOSAL FOR SUPPLY,INSTALLATION, AUTOMATION,CONFIGURATION AND MAINTANANCE OF CLOCK-IN/ACCESS CONTROL SYSTEM OF UBUHLEBEZWE MUNICIPALITY

Suitable Service Providers are hereby invited from suitably qualified service providers for the supply, installation, automation, configuration and maintance of Phase 2 for the clock in/ access control system for Ubuhlebezwe Municipality.

Currently, 4 Biometric scanners/ clock-in units are installed in the Municipality. The successful service provider will have to align their clock-in units and software to be compatible with the Viper TNA Software with the currently installed system.

Listed below are the items required:

QUANTITY	DESCRIPTION
4	Biometric Scanners
1	GPRS Unit
1	Paraplegic Gate with stainless steel glass insert and installation
As required	Installation, cabling and configuration
As required	Power Supplies and Batteries
50 Staff Members	Upgrade Staff and Users
1	Enclosing cubicle on the right hand side of the reception front desk with glass top windows and automatic lockable access door
1	Relocation of CCTV viewing monitor from the office of the Manager Internal Auditors to the cubicle

Quotations must include Service Level Agreement for 36 months, Training of relevant staff on operations of the system travel and monthly rental fees. All prices must include VAT.

A compulsory briefing session will be held on the 28th of May 2013 at 11h00 in the Municipal Main Boardroom.

BID CONDITIONS:-

- Preferential Procurement Policy Framework Act and its Regulations will apply
- The Ubuhlebezwe Municipality Supply Chain Management Policy will apply
- The General Conditions of Contract are applicable
- A valid Original Tax Clearance Certificate is to be submitted with the completed tender, as well as certified copy of company registration certificate and ID copies of owners.
- Proposal or Quotation submitted is to hold a good for a period of 90 days and prices must be firm & inclusive of VAT.

EVALUATION CRITERIA

STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the 2nd stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

Qualification and functionality

Experience of the business in similar projects (maximum points= 50)

(Please provide a table indicating the nature of previous work, value, date commence and date completed)

0 year	= 0 points
1-2 year	= 10 points
3-5 year	= 30 points
6 + year	= 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 20)

R0	=0 point
R1 to R100 000	=15points
R 100 001 – R 300 000	=30points
R 300 000 +	=50 points

Qualification and functionality

Experience of the business in similar projects (maximum points= 50)

(Please provide a table indicating the nature of previous work, value, date commence and date completed)

0 year	= 0 points
1-2 year	= 10 points
3-5 year	= 30 points
6 + year	= 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 20)

R0	=0 point
1-2 Projects	=10points
3-4 Projects	=30points
5 + Projects	=50 points

Stage 2

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80points for the price and 20 points for the BBBEE LEVEL. In order to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.

A compulsory briefing session will be held on the 28th of May 2013 at 10h00 in the Municipal Main Boardroom.

Enquiries: Enquires regarding this notice may be directed to Director Corporate: Mr E.M Mkhize on 039 834 7700 during office hours (08h00-16h30), Monday-Friday.