

UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
Fax: 039 834 2978
Email: scm.procurement@ubuhlebezwe.org.za

REF: 4608
QUOTE NO: UBU-Q-04/10/17
Date: 05 October 2017

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR A RISK MANAGEMENT SOFTWARE.

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 **"RISK MANAGEMENT SOFTWARE" - UBU-Q-04/10/17** not later than **13 October 2017 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.
- The quote must be submitted on a separate page containing the letterhead of your business.
- 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.
- Valid Tax Clearance Certificate(MBD2)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- 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

QUANTITY	DESCRIPTION Ref: 4608	PRICE INCL. VAT IF VAT VENDOR
	Request for a risk management software that will meet Mscoa requirements -Delivery and installation of the system as per specification	

29 Margaret Street
Ixopo
3276

UBUHLEBEZWE LOCAL MUNICIPALITY



CONFIGURE, TRAIN, SUPPLY AND INSTALL A CUSTOMIZED RISK MANAGMENT SOFTWARE

TERMS OF REFERENCE

TELEPHONE: 039 834 7700
FAX : 039 834 1168
EMAIL: mm@ubuhlebezwe.org.za

P.O Box 132
29 Margaret Street
Ixopo
KwaZulu Natal
South Africa
3276

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR SUPPLY OF A RISK MANAGEMENT SOFTWARE

Ubuhlebezwe Local Municipality hereby invites professional service providers/software developers or consortium to submit quotations on the following:

Configure, train, supply, install a reliable and efficient risk software, which will assist the users with time management and increase productivity.

The software should assist in identifying, assessing, monitoring and reporting on strategic objectives, risk, controls and contributing factors.

Specification

Ubuhlebezwe Municipality requires a service provider to configure, train, supply and install a customized risk management software to meet the following areas of operations:-

- The system should provide a centralized database version of the truth with data integrity, consistency and standardization;
- It also should provide audit trails to track responsibility and enable accountability;
- Its Recording history must allow for trend analysis support for standard risk assessments and control templates and processes.
- The software should allow all users to complete all phases of the documentation and review processes;
- Facilitates a managed and optimized cooperative (non-silo) based approach to risk management. Provides an early-warning system of the knock-on effects of inter-related risks across the organization;
- Standard Reporting with drill-down dashboards, heat maps, trends, audit trails and scorecards;
- Provides pro-active management of risk at all levels of the organisation mapped against risk appetite and tolerance;
- Trends and benchmarking highlight problem areas in advance enabling the municipality to take remedial action immediately; and
- Customized Reporting
- The service provider will need to provide thorough training after deployment of the system

Number of Users

- Limited to the Internal Unit and Management

STAGE 1

Evaluation Criteria

The evaluation will be in two stages as follows:

✓ STAGE 1

FUNCTIONALITY: Service providers are required to score a maximum of 70 points in order to be considered for the second stage.

FUNCTIONALITY:

Service providers are required to score a minimum of 70 points in order to be considered for the second stage.

- 1. Detailed approach and programme (maximum of 20 points).**
 - The approach must indicate the understanding of the Terms of Reference, timeframes and implementation of the project 10 points
 - Understanding of Risk Management Regulations and policies 05 points
 - Understanding of IT Regulations and policies 05 points

- 2. Experience of the business in similar project (maximum of 20 points) please attach table indicating the nature of project, amount, and year started and completed, employer and contact details.**
 - 1-2 years 15 points
 - 3-5 years 20 points

- 3. Team's personal experience relevant to this job (maximum 20 points) please attach a detailed CV of project manager and programmer.**
 - 1-2 years 5 points
 - 3-5 years 10 points
 - +5 years 20 points

- 4. Traceable reference (maximum of 20 points)**
 - 5 points per letter 20 points

- 5. Appointment references (Maximum 20 points)**
 - 5 points per attached copy of order /appointment letter 20 points

Quotations that do not make at least 70 points will not proceed to stage 2.

STAGE 2

- 80 points for price.
- 20 points for BBBEE status