

RATLOU LOCAL MUNICIPALITY



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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION : REVIEW AND DEVELOPMENT OF THE MUNICIPAL INFORMATION COMMUNICATION TECHNOLOGY (ICT) STRATEGY

TENDER NO : NW381/OMM/IT10-10/2022/2023

DATE PUBLISHED : 17 OCTOBER 2022

BRIEFING SESSION : N/A

CLOSING DATE : 25 OCTOBER 2022

TIME : 11H00a.m

SUBMISSION ADDRESS : RATLOU LOCAL MUNICIPAL OFFICES
SETLAGOLE VILLAGE
TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ Valid Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBBEE Certificate/ Original
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

NB No copies of certified copies will be accepted.

All certified copies should not be more than three months from the date of the advertisement.

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 1, 4, 7.2, 8 and 9** obtainable from Office #45 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Points System will apply.**

SS
E.F.

K.C

- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

N.B Failure to comply with these conditions may invalidate your offer.

SCOPE OF WORK FOR REVIEW AND DEVELOPMENT OF THE MUNICIPAL INFORMATION COMMUNICATION TECHNOLOGY (ICT) STRATEGY

Ratlou Local Municipality is looking for suitable, potential and qualified service provider for the review and development of the municipal Information communication Technology (ICT) Strategy and ICT related policies. The service provider will be expected to review the current ICT strategy and ICT related policies in consultation with municipal management and IT unit. Including the assessment of the current ICT infrastructure and systems.

Bids will be evaluated on 3 categories:

- (i) Tender responsiveness on returnable documents,
- (ii) Technical content (functionality),
- (iii) Price and preferential points.

FUNCTIONALITY

1. Experience of project manager in a municipal IT environment and management (CV of Project manager and certified copy of ID to be attached which shows experience in municipal IT environment) 30

More than 5 years experience	30
4 to 5 years experience	20
2 to 3 years experience	10
1 year experience	05
0 years experience	0

Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 40

9 Confirmation letter or more	40
7 – 8 Confirmation letter	30
5 – 6 confirmation letters	20
3 – 4 Confirmation letters	10
1 – 2 Confirmation letter	05
0 Confirmation letter	00

NB: No Purchase order/appointment letter will be accepted

SS I.f.
K.C

Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder) 15

Delivery within 21 days 15
Delivery within 30 days 10
Delivery within 45 days 05
More than 60 days 00

LOCALITY (OF THE BIDDER) 15

Within Ratlou 15
Within Ngaka Modiri Molema 10
Within North West Province 05
Outside the Province 00

NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
S. Mbana	Chairperson	
I. Lekoto	Member	
C. Mongale	Requesting Department	

~~Approved / Disapproved~~



Mr Tumelo Letlojane
Acting Municipal Manager