



BID NOTICE AND INVITATION TO BID

REQUEST FOR PROPOSAL FOR THE SERVICE PROVIDERS TO UNDERTAKE THE FOLLOWING SERVICE

Proposals are hereby invited by Ntabankulu Local Municipality from suitably qualified and competent Service Providers to provide the following services for a period of three (3) years as tabled below:

Project name	Contract no.	Typical project description	Date of compulsory clarification session	Closing Date of Tender and Time	Preference points system
Provision of Unified Email Security & Management Solution for a period of three years	NLM/CS/UESMS/2025/2026	Unified Email Security & Management Solution	10 November 2025 at 10H00 at Ntabankulu LM	01 December 2025 at 12H00 at Ntabankulu LM	80/20

The minimum specifications are detailed in the Bid document. **Punctuality will be adhered to. Briefing session will strictly be 30 minutes. The briefing session will be conducted at Ntabankulu Local Municipality Hall, within the municipal premises. A representative can only sign for one company.**

NB: Please note DR08019 (Phuthi To Ntabankulu) is under construction and there are STOP AND GO.

Bid documents may be obtained from the Ntabankulu Local Municipality **Website after compulsory briefing Session.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and indorsed with the relevant bid number and must be deposited in the official bid box clearly marked **“Provision of Unified Email Security & Management Solution NLM/CS/UESMS/2025/2026”** in the main entrance of the Ntabankulu Municipality at ERF 85 Main Street, Ntabankulu 5130, at which bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the bid document:

- Valid SARS Tax compliance pin
- MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)
- Proof of company registration
- Original Certified ID copies for the entity owner/s

NB. All certification must not be more than 3 months old and must be in its original format.

- Proof of municipal rates clearance for the company and director of the company or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non-registration will be regarded as non-responsive and be disqualified from the bid. A copy of the CSD must be attached.

NB: Tender documents must be filled/completed in its original format with a black pen; no copies will be accepted. Failure to submit the mandatory document will deem the tender non-responsive and it will not be evaluated further.

Stage 1. Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionally assessment of 70% will be considered non-responsive and will not be evaluated further.

Provision of Unified Email Security & Management Solution NLM/CS/UESMS/2025/2026”

CRITERIA	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Certification	Max 5	30
Experience on Similar Project	Max 5	25
Methodology	Max 5	25
Key Personnel Experience	Max 5	20
TOTAL		100

”Provision of E-Recruitment, website hosting, backup, management, development and redesign services for a period of three (3) years NLM/CS/ERWH/2025/2026”

CRITERIA	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Proof of Infrastructure Ownership/ Signed Agreement	Max 5	25
Experience on Similar Project	Max 5	30
Key Personnel Experience	Max 5	25
Methodology	Max 5	20
TOTAL		100

Where: 1=Poor, 2=Acceptable, 3=Good, 4=Very good and 5 =Excellent

Stage 2: Price and Specific Goals

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by =>50% black people	4	
Business owned by <50% black people	1	

Business owned by =>50% women	3	
Business owned by <50% women	1	
Business owned by =>50% Youth (age <= 35 years on the closing date)	5	
Business owned by <50% Youth (age >35 years on the closing date)	3	
Business owned by People with Disability / Military veteran	2	
Small Enterprise (SMME Category – QSE/EME	2	
Promoting Locality - Business located within Ntabankulu	4	
Promoting Locality - Business located in Alfred Nzo District	3	
Promoting Locality - Business located in Eastern Cape	2	
Promoting Locality - Business located in South Africa	1	

The provisions of the Preferential Procurement Regulations 2022 and the Municipal SCM Policy will apply.

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal or any tender or to furnish reasons for its decisions.

Further technical enquiries should be directed to **Ms A. Pikwa** at pikwaa@ntabankulu.gov.za or **060 633 0237** and procurement or SCM enquiries should be directed to **Mr. O. Mdudi** at mdudio@ntabankulu.gov.za or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

Approved by
I.Sikhulu-Nqwena
Municipal Manager