



**TENDER ADVERT
uMGUNGUNDLOVU DISTRICT MUNICIPALITY**

**INVITATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUPPORT AND
MAINTENANCE SERVICES (INCLUDING NEW INSTALLATIONS, UPGRADES,
DEVELOPMENT AND RELATED TRAINING) OF SAGE EVOLUTION ERP SYSTEM (PASTEL) FOR uMGUNGUNDLOVU
DISTRICT MUNICIPALITY**

TENDER NO. 08/2022

The uMgungundlovu District Municipality seeks professional service providers to provide the municipality with support and maintenance services (including new installations, upgrades, development and related training) of SAGE Evolution ERP system (Pastel) for a period of 3 years.

Tender documents can be downloaded from the municipal website at www.umdmd.gov.za / e-tenders portal at www.etenders.gov.za or alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Ms. L. Ngubane via email linda.ngubane@umdmd.gov.za. **A compulsory Briefing Session** will be held on **13 June 2022** at **10am** at uMgungundlovu District Municipality Council chamber, 242 Langalibalele Street, Pietermaritzburg, all Covid 19 health and safety protocols will be followed. Non-attendance at the Compulsory Briefing Session will render any tender submission invalid.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before 12h00 on **30 June 2022**, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late Tenders or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

All eligibility criteria must be furnished accordingly, where mandatory or applicable. Tenderers will thereafter be evaluated on functionality criteria. Tenderers that qualified in terms of the functionality criteria will then be further evaluated in terms of the price system.

Tenderers are required to submit the certified copy of vendor certificate / certificate of partnership with SAGE Evolution (Pastel).

Tenderers are required to submit the certified copy of SAGE Evolution (Pastel) training partnership/vendor qualifications.

Tenderers are required to submit certified copy of Qualifications and CVs of the five (5) key personnel to be allocated to this project. All copies of qualifications must be certified.

Tenderers are required to submit a minimum of five written references from clients that are either Local/District municipalities or organs of state for provision of support and maintenance services (including new installations, upgrades, development, and related training) for the SAGE Evolution system (Pastel). References must also indicate that the bidder has: Implemented SAGE Evolution (Pastel) successfully to a minimum five (5) municipalities and/or organs of state and explicitly state the turnaround times for maintenance and support.

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price based on the following criteria:

No.	Evaluation Criteria	Weight		
1.	Proof of partnership/vendor with SAGE Evolution (Pastel)	30		
2.	Proof of SAGE Evolution (Pastel) training partnership / vendor qualification	20		
3.	5 Key Personnel <ul style="list-style-type: none"> i. Consultant - Revenue Management Technical Support ii. Consultant - Budget and Reporting Technical Support iii. Consultant - Supply Chain Management Technical Support iv. Consultant - Asset Management Technical Support v. Consultant – Expenditure Management Technical Support CVs of personnel who will be directly involved in providing the services together with proof of their competency in implementing Sage Evolution ERP system (Pastel) and interfacing modules.	15		
4.	References from at least five (5) contactable clients where you have conducted Sage Evolution (Pastel) maintenance and support services in the last five (5) years. (Local/District municipalities or organs of state)	35		
	Total Points	100		
No.	CRITERIA	SUB-POINTS	MAXIMUM POINTS	EVIDENCE
1.	Proof of partnership/vendor with SAGE Evolution (Pastel)	-	30	Certified Copy of Certificate
2.	Proof of SAGE Evolution (Pastel) training partnership / vendor qualification	-	20	Certified Copy of Certificate
3.	5 Key Personnel	3	15	CVs and Qualifications
4.	References from at least five (5) contactable clients (Local/District municipalities or organs of state)	7	35	Reference letters from previous clients
TOTAL			100	

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

Dr. RMB Ngcobo
Municipal Manager
uMgungundlovu District Municipality