



**BID NOTICE: 54/2019**

**PROVISION AND SUPPORT OF ANTI-VIRUS SOFTWARE LICENSES FOR 3 YEARS**

Senqu Municipality hereby invites bids from all prospective, accredited and qualifying bidders for the hereunder bid:

Closing Date and Time	Compulsory Briefing Session/ Site Inspection	CIDB Grading	Evaluation criteria
Date: 14 June 2019 Time: 12:00	Date: N/A Time: N/A Venue: N/A	N/A	80/20 Preference Point System

The minimum specifications are detailed in the bid document on the website <http://www.senqu.gov.za>. Completed tender documents must be in a sealed envelope endorsed with the name, **PROVISION AND SUPPORT OF ANTI-VIRUS SOFTWARE LICENSES FOR 3 YEARS – NOTICE No: 54/2019** and must be deposited in the Tender/Bid Box at the Senqu Municipal Offices, Lady Grey not later than **12:00, 14 June 2019** when bids will be opened in public.

Enquiries should be addressed to: Mrs Dalene Oertel at 051 603 1318

**EVALUATION & ADJUDICATION CRITERIA**

Bidders that obtain less than 70 points of the evaluation criteria will not be considered for further assessment.

Evaluation	Weight
Authorised Partner/Dealer	35

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Helpdesk Support	25
Supplier to Government	20
Supplier to other Institutions	20
TOTAL	100

Note that **eligibility criteria (specifications)** will be applied on evaluating the bidders.

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- The bid must be bound with own documents and all SCM documents and bid advertisement. Bid documents must remain intact. A CD containing the completed scanned bid in PDF must be attached. Bids may only be submitted on the bid documentation provided by the Municipality

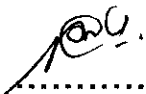
**COMPULSORY DOCUMENTS (failure to submit any of the following will result in disqualification)**

- Service Providers full name, identification number or company or other registration number
- Valid SARS pin number confirmation certificate.
- Prices must be valid for a minimum period of 120 days and include VAT.
- The following Municipal Bid Documents are compulsory documents and must be included in the tender document and signed: They are available on the municipal website [www.senqu.gov.za](http://www.senqu.gov.za).
  - Advertisement (This document)
  - Specifications (Terms of reference)
  - MBD 1 (Invitation to bid)
  - MBD 3.1 (Pricing schedule)
  - MBD 4 (Declaration of Interest)
  - MBD 6.1 (Preference points claim form)
  - MBD 8 (Declaration of Bidder's past supply chain management practices)
  - MBD 9 (Certificate of independent bid determination)
  - **Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms not completed in full and not signed will result in the tender being disqualified.**



## **SUPPLEMENTARY INFORMATION**

- The successful bidder will be required to register on the Senqu Municipality data base.
- The municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter of good standing.
- CSD Certificate
- Submission of an original B-BBEE Verification Certificate or Sworn Affidavit in the case of EME and QSE
- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Bidder to ensure that bids sent via courier are placed in the Tender/Bid Box at the advertised date and time.
- Bids which are late, incomplete, unsigned will not be accepted
- All disputes, objections, complaints and queries will be settled as per S 56 of the Senqu Municipal Supply Chain Policy through mutual consultation, mediation (with or without legal representation) or when unsuccessful through a South African court of law.



**M. P Nonjola**

**Acting Municipal Manager**  
**24 May 2019**