

UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT  
Tel : 039 834 7700  
Fax: 039 834 2978  
Email: [procurement@ubuhlebezwe.org.za](mailto:procurement@ubuhlebezwe.org.za)

REF: 27202  
QUOTE NO: UBU-Q-10/01/16  
Date: 17 March 2016

Dear Sir / Madam

### RE ADVERTISEMENT

#### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR TIME & ATTENDENCE MANAGEMENT SOFTWARE MODEL.

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 " **TIME & ATTENDENCE MANAGEMENT SOFTWARE MODEL**": - & UBU-Q-10/01/16" not later than the 01 April 2016 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

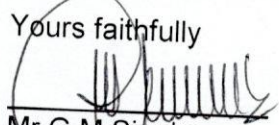
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference 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 database not older than 1 year.
- **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

ITEM	QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
		Request for Time and Attendance Management Software Model compatible with existing Biometric Scanners which must include	
		➤ 20 user licenses	
		➤ 250 staff profiling capabilities (TNA Software)	
		➤ Version 10 Software and CD	
		Software Modules to include:	
		• Time and Attendance	
		• Costing Analysis of time worked	
		• Access Control	
		➤ Configuring of software to Biometric Fingerprint Scanning Units over existing network	
		➤ Training of authorized users	
		➤ 3 year SLA for Technical Support and Maintenance .	
		Service Providers to quote for :	
		• Call out fee	
		• Rate p/hour for semi skilled labour	
		• Rate p/hour for skilled labour	
<b>DELIVERY ADDRESS:</b> <b>29 MARGARET STREET</b> <b>IXOPO</b> <b>3276</b>			



## **EVALUATION CRITERIA**

### **STAGE 1: FUNCTIONALITY**

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the 2<sup>nd</sup> stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

#### **Qualification and functionality**

##### **Experience of the business in Time and attendance management software**

(Please provide a table indicating the nature of previous work, value, date commence and date completed) (no points shall be awarded if proof is not attached).

1-3 years = 10 points

4+ years = 20 points

**Size of previous experience in similar project (size value of previous jobs) (maximum points=30) (no points shall be awarded if proof is not attached).**

R1 to R100 000 = 5 points

R 100 001 – R 350 000 = 10 points

R 350 001 + = 30 points

**Copies of Appointment letters or orders for previous work done(please attach) (maximum points=20)**

1-4 copies = 5

5+ copies = 20

**Personnel experience in managing and installing Software (please attach CV of relevant personnel) (maximum points=20)**

1-4 years experience = 20

Over 5 years = 30

#### **Stage 2**

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80 points for the price and 20 points for the BBBEE LEVEL. In ordered to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.

***Enquiries:*** All technical enquiries may be directed to Miss S Mvelase at 039 834 7700 during office hours.