



ADVERT DATE: 15 November 2022

BID NO: UMZ/2022-23/OMM/LS/004: PROVISION OF ASSESSMENT FOR POPIA COMPLIANCE & DEVELOPMENT OF POPIA POLICY AND STANDARD OPERATING PROCEDURE.

UMZIMVUBU
LOCAL MUNICIPALITY

The Municipality seeks to appoint a service provider for a period of 5 months to provide an assessment for POPIA compliance and the development of POPIA Policy and Standard Operating Procedure for a period not exceeding 5 months.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON-RESPONSIVE.

The Umzimvubu Local Municipality Supply Chain Management policy will apply. The following mandatory documents must form part of the bid document together with compliance with the conditions as set out hereunder: A Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Document. Original certified BBBEE certificate. **80/20** evaluation criteria. Original Certified ID Copies of Managing Directors/ Owners. Fully completed MBD forms 4, 8 and 9 are compulsory submission. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Bidders must be registered on the CSD and provide confirmation of registration. No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days.

Certificate signed by the bidder that has no undisputed commitments for municipal services towards a municipality or service provider in respect of which payment is overdue for more than 30 days or Billing Clearance certificate or Statement of Municipal Accounts, confirmation letter from Councillor with signed Letter on a company letter declaring that the company does not pay municipal rates.

Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at **Dabula Street, Sophia Park, Kwa-Bhaca, Eastern Cape. 5090 (30°54'30.8"S 28°58'53.4"E)**, to be closed not later than 12h00 noon on the **5th of December 2022** where they will be opened in public. All tenders must be clearly marked with the name of the project listed above. The municipality will not make any award to a person or persons working for the state. All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 60 in order to be evaluated further.

Criteria	Maximum Points to be scored
Company Experience	50
Qualification and Experience of Project team	30
Project methodology	10
Detailed and clear project plan with time frames	10
TOTAL	100

Tender documents will be available on E-tender portal for free to be downloaded and those that need Hard copies will be available at Municipal Offices at a fee of R451 to cover printing costs. All SCM enquiries may be directed to Supply Chain Management: Mr. T. Mbukushe 039 255 8555. All Technical enquiries to be addressed to Ms. C Nenemba. Other enquiries regarding this Bid may be directed to the office of the Municipal Manager: Mr. GPT Nota 039 255 8510.

GPT NOTA (MUNICIPAL MANAGER)