



TENDER 33/2020: ENTERPRISE RESOURCE PLANNING (ERP)/ FINANCIAL MANAGEMENT SYSTEM (FMS)

Tenders are hereby requested for the **ENTERPRISE RESOURCE PLANNING (ERP)/ FINANCIAL MANAGEMENT SYSTEM (FMS)**, sealed Tenders clearly marked **TENDER 33/2020: “ENTERPRISE RESOURCE PLANNING (ERP) / FINANCIAL MANAGEMENT SYSTEM (FMS)”** should be placed in the tender box, at the Municipal Offices, 28 Main Road, Ashton not later than 12:00 on 20 November 2020 where it will be open in public.

The official Tender document must be fully completed in black ink and must not be dismantled.

Supporting documents must be submitted separately and must be stapled or bound.

The lowest, or any tender, will not necessarily be accepted and council reserves the right to accept any tender. Late, faxed or e-mailed tenders will not be considered. Tenders will be evaluated according to the Council's Supply chain Management Policy and the 80/20-point system will apply. The Supply Chain Management Policy can be viewed during normal office hours at the Municipal Offices.

1. This is a **Two Envelope Tender** where **Functionality** and **Price** will be evaluated separately.
2. You are therefore required to submit your **Functionality Tender documentation (ENVELOPE 1) and price tender documentation (ENVELOPE 2) in Two Separate Envelopes**.
3. Functionality evaluation will comprise of two parts.
4. Part 1 of the Functionality Evaluation will be based on the submission of a ring-bind file that will be evaluated first and only bidders that obtain at least 70% for PART 1 of the Functionality Evaluation will proceed to PART 2.
5. Part 2 of the Functionality Evaluation will be a live in-person or online demonstration of the bidders system based on the requirements set out in the Excel: ERP / FMS capability checklist as provided in Section 7 of the functionality evaluation of this tender.
6. The bidders that have passed Part 1 of the functionality evaluation with at least 70% and which Langeberg Municipality assesses to be able to provide at least 13 of the 15 business processes for Part 2 of the Functionality Assessment as per the Excel: ERP / FMS capability checklist, will proceed to be assessed based on Pricing (ENVELOPE 2)

7. Tender Documents will be available from **Mrs N Hendricks** at a non-refundable amount of **R250.00** per set, **at the following address: Langeberg Municipality, 28 Main Road, Ashton, 6715, from the 13 July 2020, during normal office hours from 08H00 until 16H30.**
8. **There will be a Compulsory Briefing session held on 27 July 2020, promptly from 10:00 – 13:00 through Microsoft Teams, the link for the meeting will be provided to all interested suppliers**
9. On the day of the compulsory briefing session, only the tender specifications and pricing schedule will be discussed. It is advice that the tender document be collected prior to the briefing session.
10. All prospective bidders must place tenders sealed in envelopes and clearly endorsed (the two envelopes together in one envelope with **"TENDER: 33/2020: Enterprise Resources Planning (ERP)/ Financial Management System (FMS)** in the tender box at Langeberg Municipality building, 28 Main Road, Ashton, 6715 before 12:00 noon on the 20th November 2020
11. **Failure to comply with this requirement will result in an invalid bid.**
14. All clarifications must be requested in writing from Mr Z Prins (see email address below). During the collection of the tender documents, it will be required from the supplier to provide an email address to the municipality. All enquiries received from any prospective bidder will be sent to all prospective bidders that were present at the clarification meeting to ensure transparent and equitably treatment.
15. Prospective bidders will have the opportunity to raise objections or complaints in terms of clause 46 of the Supply Chain Management Policy of the municipality.

Any enquiries regarding the Tender document can be directed to Mr Z Prins (zprins@langeberg.gov.za) at 023 626 8200

S A MOKWENI
MUNICIPAL MANAGER
PRIVATE BAG X2