



BID NOTICE
Bid No.: 41/22/23

APPOINTMENT OF A REPUTABLE SERVICE PROVIDER TO PROVIDE PAYROLL AND HR SYSTEM FOR THE PERIOD OF THREE (3) YEARS

Bidders are hereby invited from suitable service providers for the appointment of a reputable service provider to provide Payroll and HR System for the period of three (3) years.

The physical address for collection of bid documents is: Mandeni Municipality, Civic Centre, 2 Kingfisher Road, Mandeni (cashiers office) upon presentation of a receipt proving prior payment of a non-refundable fee of **R500.00** (inclusive of VAT), (Debit Card, Cash or EFT: Ref no.: Bid No 41/22/23 Bidder's Name). Bid documents can also be emailed to bidders after submission of POP. The Municipal bank details may be requested via email from the Manager SCM. Bid documents will be available from **8h00 on Wednesday, 24th May 2023**. The cut-off time for selling of bid documents is **15h30 on Tuesday, 6th June 2023**.

Bid are to be completed in accordance with the conditions attached to the Bid document and must be sealed in an envelope and marked: "**BID NO.: 41/22/23 APPOINTMENT OF A REPUTABLE SERVICE PROVIDER TO PROVIDE PAYROLL AND HR SYSTEM FOR THE PERIOD OF THREE (3) YEARS**" and must be deposited in the tender box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni no later than **12H00, Friday 23rd June 2023** at which time bids will be opened in public. Closing time will ONLY be determined by the Municipal watch displayed on the Municipal wall at the reception. The name and address of the bidder must be clearly written at the back of the sealed envelope containing the bid. Late submission, e-mail or fax bids will no circumstances be considered. **Only bidders registered on Central Supply Database (CSD) will be considered.**

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal		Maximum Allocated Points
Enterprise Located within:	the Mandeni Municipality	7
	the iLembe District	5
	the Province	3
EME or QSE which is at least owned by black people	100% ownership:	5
	51% ownership:	3

Executive Committee

Cllr. T.P Mdlalose (Mayor) | Cllr. B.L Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. M Mithembu | Cllr. LR Mdletshe | Cllr. T.P. Mdlalose | Cllr. MS Mdunge | Cllr. M Shelembe



	<50% ownership:	1
Enterprise 100% owned by Women		5
Enterprise 100% owned by Youth		3

The Mandeni Municipality subscribes to the preferential procurement policy framework Act, Act No. 5 of 2000 and its associated Regulations of 2022. Bids will be evaluated and adjudicated in terms of the Mandeni Municipality's SCM Policy in two stages. First stage of evaluation is functionality and second stage being price and specific goals. Bids shall be valid for a period of 120 days. The Mandeni Municipality does not bind itself to accepting the lowest bid, either wholly or in part or give any reason for such action. All prospective bidders will be screened in accordance with the National Treasury's Defaulters Data Base. Canvassing in any form of gift to Council is strictly prohibited and will lead to the disqualification of the bid.

Queries relating to the issuing of these documents may be addressed to Mr. Mukelani Bhodoza from the SCM Department on Tel. No.(032)4568291,email: mukelani.bhodoza@mandeni.gov.za Technical queries may be addressed to senzo.makhoba@mandeni.gov.za


MUNICIPAL MANAGER
MR. SG KHUZWAYO

22/05/2023
Date