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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

22 APRIL 2024

THE APPOINTMENT OF A SERVICE PROVIDER FOR MAILBOX INTEGRATION

BID NO: ANDA 18/2023/2024

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in Mt. Ayliff in the Eastern Cape Province

ANDA hereby invite bids from suitably qualified service providers to submit proposals for the mailbox integration – ANDA mailbox migration and Cloud migration services.

Notes to Prospective Bidders/compulsory submissions

- All bidders have to be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Company Registration document and valid Tax Clearance Certificate and/or Pin should be attached
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months/ Lease agreement/ Proof of Residence.
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- All bidders are required to submit MBD 4, 6.1, 8 & 9 forms (declaration of interest & SCM past practices) which are available at reception area at ANDA Offices in Mount Ayliff or which can be downloaded from www.anda.org.za. Failure to do so will result to disqualification.

SPECIFICATION

Number	Description	Quantity
1.	<p>ANDA Mailbox migration</p> <p style="text-align: center;">Cloud Migration Services</p>	21

The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2022), as well as the Alfred Nzo Development Agency's Supply Chain Management policy. The 80/20 preference point system will be used as per the ANDA SCM policy.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

The proposals / quotations will be evaluated in two stages, namely:

Stage 1 – Capacity to execute work

Stage 2 – Price and Preferential Points (Goal 3)

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK	100
• Previous Experience	100
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
Goal 3	20
Price	80

Breakdown of Functionality

PREVIOUS COMPANY EXPERIENCE	Weighting
Successful undertaking of 04 Mailbox Migration or related	100
Successful undertaking of 03 Mailbox Migration or related	75
Successful undertaking of 02 Mailbox Migration or related	50

Successful undertaking of 01 Mailbox Migration or related	25
Note COMPULSORY attachments for verifying work done: 1.1 A reference letter/letters specifying each project completed (1 reference letter per project completed)	

SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Priority population groups	Attach CK and Certified IDs of directors, percentage of equity held must be 51% or more	10
Women	Certified IDs of directors, percentage of equity held must be 51% or more	5
Youth	Certified IDs of directors, percentage of equity held must be 51% or more	5
TOTAL WEIGHT	Attachment to claim maximum points	20

SUBMISSION OF PROPOSALS

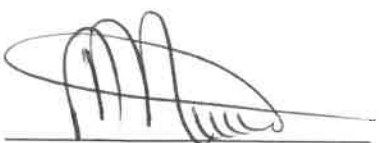
The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 18/2023/2024 MAILBOX MIGRATION**. The sealed envelope must be deposited in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00 am on the 30 APRIL 2024**. The submissions will NOT be opened in public. Emailed or faxed proposals will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

DOCUMENTATION

To receive copies of MBD forms via email kindly send an email to makhatham@anda.org.za and call 071 075 9437. Alternatively, the forms will be available at Alfred Nzo Development Agency.

BID ENQUIRIES

Enquiries should be directed to HR Practitioner: Ms. Sinazo Jijana 039 492 0011 / 072 846 3915 or email: jijanas@anda.org.za and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompao on 0394920011 / 066 440 7301 or email: sompao@anda.org.za



Ms. N. Boti
Acting Chief Executive Officer