

## **ALFRED DUMA LOCAL MUNICIPALITY**

### **BUDGET & TREASURY**

#### **INVITATION TO QUOTE – SUPPLY AND DELIVERY OF ANNUAL LICENSES FOR VIRTUAL MEETING SOFTWARES**

#### **QUOTATION NOTICE**

Quotations are hereby invited from interested service providers in terms of section 83 of the Municipal Systems Act, Act 32 of 2000(as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003 for the provision of the following:

**12 x Annual Host Licenses Virtual Meeting Software as per the attached Specifications.**

**For more information, please contact Mr Dean Fourie on cell number 082 8021 620.**

**Goods to be delivered at Room 208, Lister Clarence Building in Ladysmith.**

#### **QUOTATION SUBMISSION**

Sealed quotations, together with the supplier's details, and the notice number clearly indicated on the envelope, must be deposited into the Quotation Box on the **Ground floor (Public Entrance Door)** of the Lister Clarence Building, 221 Murchison Street, Ladysmith, on or before **11 June 2020 at 11:00am**. Quotations received after the said closing date and time and which are not clearly marked will not be accepted.

The 80/20 Preference Point system will be used to evaluate proposals. The 80 points shall be for price and 20 points for BBBEE goals.

Bidders will first be evaluated on the Pre-Qualification/ Functionality criteria.

#### **DOCUMENTS TO BE SUBMITTED TOGETHER WITH QUOTATIONS**

- BBBEE Original Copy/Certified Copy;
- Functionality/Pre-Qualification Score-card;
- Latest Municipal Water, Rates and Taxes Account Statement; and
- Declaration of interest form (MBD4) form.

**The Municipality will only accept quotations from service providers who are registered on the Central Supplier database.**

**NB:Suppliers are required to submit their supplier database registration number(MA...).**

#### **QUOTATION ENQUIRIES**

Further information, as well as detailed specifications, can be obtained from **Mr Emmanuel Zikalala** in the Supply Chain Management unit, at room 218 in the Lister Clarence Building, Murchison Street, Ladysmith, 3370 or at telephone number (036) 637 2231 extension **1233**. The Alfred Duma Local Municipality is not bound to accept the lowest or any quotation and reserves the right to accept the whole or part of the quote or to reject any or all the quotations without stating the reasons thereof.

## FUNCTIONALITY SCORE-CARD

1. Only Bidders who have BBBEE Level 1 can quote on this Functionality Invitation.
2. Bidders are required to submit documentary proof in support of the description of items as shown below as part of the bid document. Failure to do so will disqualify your bid.
3. The points allocated column is for Municipal Official use only.
4. Failure to complete/return the pre-qualification score card below will disqualify the whole bid and bidders need to score a minimum of 60% to be eligible for the second stage Evaluation.

NO	Description Items	Maximum Potential Score	Points Claim	Page Reference	Points Allocated
1	NUMBER OF INSTANCES OF PROVIDING SIMILAR SERVICE/EQUIPMENT (PROOF TO BE SUBMITTED IS REFERENCE LETTERS/CERTIFICATE OF COMPLETION)	5 Points per completed service/project of a similar nature maximum points (25)			
2	BANK STATEMENT BALANCE TO BE ATTACHED:  R20 000 – R50 000(5)  R50 001– R100 000(15)  R100 001 – R200 000 and above(25)	Maximum points(25)			
	<b>TOTAL SCORED</b>	50			

Bidders must obtain a minimum of 60% (30 points) of the functionality points for their proposal to be considered for the second evaluation stage.

NOTICE NO: Q : CORP.IT 2019/06

DATED: 03 JUNE 2020

  
S S NGIBA

MUNICIPAL MANAGER

## **12 x Annual licenses for Virtual Meeting Software equivalent to Zoom Business.**

### **Minimum specifications below;**

- Unlimited number of meetings.
- 300 participants in a single meeting.
- Meeting duration limit is 24 hrs.
- Dedicated phone and email support.
- Admin dashboard plus Admin feature controls.
- User management.
- Customized URL.
- Company branding on meeting join page.
- Custom emails (Branded email templates).
- Custom Personal Meeting ID.
- Option for on-premise deployment.
- Managed domains for automated user additions.
- Cloud Recording Transcripts.
- Reporting.
- 1GB of cloud recording.

### **Video Conferencing Features**

- HD video with HD voice
- Active speaker view
- Full screen and gallery view
- Simultaneous Screen Share
- Waiting Room

### **Web Conferencing Features**

- Desktop and application sharing
- Personal room or meeting ID
- Instant or scheduled meetings
- Chrome & Outlook plug-ins
- Scheduling w/ Chrome Extensions
- Local recording
- Private and group chat
- Host controls
- Raise hand

### **Group Collaboration Features**

- Breakout Rooms

- Mac, Windows, Linux, iOS and Android Support
- Group messaging
- Co-annotation on shared screen
- Keyboard/mouse control
- Whiteboarding
- Multi-share

### **Security**

- Secure Socket Layer (SSL) encryption
- AES 256 bits encryption

ENQUIRY CONTACT DETAILS:

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

CONTACT PERSON: MR DM FOURIE

TEL: 036 637 2231 ext. 1020

EMAIL ADDRESS: [dmfourie@alfredduma.gov.za](mailto:dmfourie@alfredduma.gov.za)