



RICHMOND MUNICIPALITY UMKHANDLU WASEKHAYA RICHMOND

INVITATION TO TENDER DEVELOPMENT, MAINTENANCE AND HOSTING OF A WEBSITE AND INTRANET FOR A PERIOD OF 36 MONTHS TENDER NUMBER: RLM-23/2023/2024

Bids are hereby invited by Richmond Local Municipality seeks to appoint a qualified and experience service provider for the Development, Maintenance and Hosting of a Website and Intranet for a Period of **36 Months** for Richmond Local Municipality.

Only bidders who are registered with National Treasury Suppliers Database (CSD) will be eligible to bid.

Bid documents must be reserved in writing, through the office of the Supply Chain Management (SCM) email: **sandile.sithole@richmond.gov.za** by **16 May 2024 before 12h00.**

A **compulsory** briefing session will be held **20 May 2024 at 12h00** and will be held at the **Council Chamber, Richmond**. The briefing session will then be followed by a site visit which forms part of the compulsory briefing.

A non-refundable fee of **R558.40** is payable for each bid document of which only cash will be accepted, bid document may be obtained from the Budget and Treasury Office during normal workings hours (08h00 - 16h00) Monday to Friday at **Municipal Offices, 57 Shepstone Street Richmond as from the date of an advert.**

The tender will be adjudicated via two stages of which the first stage will be functionality and the second stage will be 80 (price):20 (specific goals) Preference Point Systems. Each bidder must score a minimum of 70 points for functionality to be considered for the second stage of evaluation.

The completed tender documents complying with the conditions of tender must be sealed and endorsed **"DEVELOPMENT, MAINTENANCE AND HOSTING OF A WEBSITE AND INTRANET FOR A PERIOD OF 36 MONTHS, TENDER NUMBER 23/2023/2024"** and must be hand delivered and deposited in the official tender box located at the Reception area of the **Richmond Municipality at 57 Shepstone Street** during the office hours from 08h00 to 16h00 Monday to Friday.

The closing date for the tender is **14 June 2024 at 10h00am** which will be followed by a public opening. Facsimile, electronic and late bids will not be accepted. Documents received post-closing date and time will be returned unopened.

Enquiries are to be directed as follows: (a) Technical Enquiries: Ms. Z. Zuma and Mr T. Mkhwanazi, on Tel: (033) 212 2155, or e-mail: zanele.zuma@richmond.gov.za **(b)** Thulasizwe.mkhwanazi@richmond.gov.za **(c) SCM/ Bid Document Enquiries:** Mr Sandile Sithole, on tel: (033) 212 2155, or e-mail sandile.sithole@richmond.gov.za

The Richmond Municipality is not obliged to accept the lowest bid or any part thereof and in addition reserves the right not to accept any bid and therefore retains the right not to proceed herein.

MUNICIPAL MANAGER