



NOTICE No. 117/ 2019

SUPPLY AND DELIVERY OF SENQU MUNICIPALITY BRANDED DIARIES FOR 3YEARS PERIOD

Senqu Municipality hereby invites bids from all prospective, accredited and qualifying bidders for the hereunder bid:

Bid Number	Bid Name	Closing Date and Time	Evaluation criteria
117/2019	Supply and Delivery of Senqu Municipality branded diaries for 3years period	Closing Date: 28 October 2019 Time: 12:00 pm (Telkom Time)	80/20 Preference Point System

The minimum specifications are detailed in the bid document on the website <http://www.senqu.gov.za> Completed tender documents must be in a sealed envelope endorsed with the name,

SUPPLY AND DELIVERY OF SENQU MUNICIPALITY BRANDED DIARIES FOR 3YEARS PERIOD
– **NOTICE No:117 / 2019**” and must be deposited in the Tender/Bid Box at the Senqu Municipal Offices, Lady Grey not later than **12:00, 28 October 2019** when bids will be opened in public.

Enquiries should be addressed to: Mr P Oliphant: 051 603 1311

EVALUATION & ADJUDICATION CRITERIA

Bidders that obtain less than **65 points** of the evaluation criteria will not be considered for further assessment.

Evaluation	Weight
Sample of diary with evidence of print	40
Reference letters from previous work of printing of diaries	40
Experience of printing company	20
	100

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- The bid must be bound with own documents and all SCM documents and bid advertisement. Bid documents must remain intact. Bids may only be submitted on the bid documentation provided by the municipality
- The bid must be bound with the bidding checklist as the first page of the document with the completed page numbers.

COMPULSORY DOCUMENTS (failure to submit any of the following will result in disqualification)

- Service Providers full name, identification number or company or other registration number
- Valid SARS pin number confirmation certificate.
- Prices must be valid for a minimum period of 90 days and include VAT.
- The municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter of good standing.
- CSD Certificate
- Submission of an original B-BBEE Verification Certificate or certified copy.

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- A trust, consortium or joint venture must obtain and submit a consolidate B-BBEE status Verification Certificate with the tender.
- A trust, consortium or joint venture must obtain and submit a consolidate Tender Tax Clearance Certificate with the tender.
- The following Municipal Bid Documents are compulsory documents and must be included in the tender document and signed: They are available on the municipal website www.senqu.gov.za.
 - MBD 1(Invitations to bid)
 - MBD 3.1(Pricing schedule)
 - MBD 4 (Declaration of Interest)
 - MBD 6.1(Preference points claim form)
 - MBD 8 (Declaration of Bidder's past supply chain management practices)
 - MBD 9 (Certificate of independent bid determination)
 - **Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms not completed in full and not signed will result in the tender being disqualified.**

SUPPLEMENTARY INFORMATION

- The successful bidder will be required to register on the Senqu Municipality data base.
- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Bidder to ensure that bids sent via courier are placed in the Tender/Bid Box at the advertised date and time.
- The successful bidder will be requested in certain circumstances to be requested to enter into a Service Level Agreement.
- Bids which are late, incomplete, unsigned will not be accepted including couriered documents
- All disputes, objections, complaints and queries will be settled as per paragraph 56 of the Senqu Municipal Supply Chain Policy through mutual consultation, mediation (with or without legal representation) or when unsuccessful through in a South African court of law.



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M.P. Nonjola
Acting Municipal Manager
04/10/2019