



BID NOTICE / ADVERT

Makana Local Municipality hereby invites experienced and competent service providers for the Supply & Delivery of Makana Library IT Equipment

| Project Name | Contract Number | Point allocated | Closing Date |
|---|--------------------|-----------------|----------------------|
| Supply & Delivery of Makana Library IT Equipment | MLM/2016-17/MM/003 | 80/20 | 11/01/2017 @12H00 |

Bidders are required to submit the following documents (copies must be certified):

- Founding Statement (CK / Company Registration Certificate) or certified copy must be submitted and failure will result in disqualification.
- A detailed company profile reflecting projects of similar nature.
- Certified copy/ies of the original identification of the director(s)/owner(s)
- Bidders must be VAT registered and submit a valid original SARS Tax Clearance Certificate; failure to submit will result in disqualification.
- Completed and signed declaration of interest MBD4, MBD 8 & 9
- BBBEE Certificates /original certified copies must be submitted and failure to do so will result in loss of points.
- Failure to supply all mandatory documents will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.
- Tenders which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- Tenders submitted are to hold good for a period of 90 days
- Billing clearance certificate or statement of municipal accounts must be attached to and be returned with the tender documents.
- Tenderers must be registered as a supplier/service provider on the Makana Local Municipality supplier/service provider database and on CSD, if not already registered.

| PRE-QUALIFICATION ASSESSMENT – POINTS SCORING | |
|---|-------------------|
| Pre-Qualification Category & Description | Points Allocation |
| EXPERIENCE (contactable reference to be provided and reference letters attached in order to claim points). | |
| Supply & Delivery of IT Equipment for Makana Library | |
| Company related experience | 50 points |
| 15 points per reference Letter to a maximum of two projects | 30 points |
| Schedule of delivery of equipment | 20 points |
| Total | 100 Points |

Bidders should take note of the above Pre-qualification criteria.

- a) The current and past experience on page is to be completed for Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirement will be based on the information provided by the bidder
 - i. Experience - The experience annexure must be completed.

Only list projects where the Supply & Delivery of the specified equipment has been rendered.

- b) Bids that do not meet a minimum of 70 points out of 100 for the criteria listed above will not be considered further.

Bid documents will be available at Budget & Treasury Offices: Grahamstown upon payment of R300.00 non – refundable cash fee for each contract document from briefing date meeting and is payable to Makana Municipality cash only.

Closing Date: Completed bid documents in sealed envelopes, clearly marked “**Makana Library IT Equipment, Bid No. MLM/2016-17/MM/003**” should be deposited in the tender box situated at No 86 High Street Ground Floor Budget & Treasury Department: Makana Local Municipality Offices Grahamstown not later than **11 January 2017 @ 12H00** where they will be opened in public.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed as follows: **IT Manager, Mr. A.Tsewu**
Tel 046 602 4405

All SCM related enquiries are to be directed as follows: **Ms. Z. Gxowa Tel: 046 603 6022**

Issued by office of the Acting Municipal Manager: **Ms.R.Meiring– 046 603 6138**



Ms R MEIRING
ACTING MUNICIPAL MANAGER