



The Municipality hereby invites submission of tenders for the following Annual Supplies.

TENDER NOTICE AND INVITATION TO TENDER

Tender No	Tender Name	Evaluation Criteria	Date Advertised	Closing Date	Closing Time	Samples to be provided	Non-refundable deposit
17-18/BTO/01	Supply and Delivery of Stationery: Main Stores	80:20	17 Nov 2017	08 January 2018	12H00	Yes	R 362.86
17-18/BTO/02	Supply and Delivery of Cartridges: Main Stores	80:20	17 Nov 2017	08 January 2018	12H00	No	R 362.86
17-18/BTO/04	Supply and Delivery of Toilet Paper and Paper Towel: Main Stores	80:20	17 Nov 2017	08 January 2018	12H00	Yes	R 362.86
17-18/BTO/05	Supply and Delivery of Refuse Bags: Main Stores	80:20	17 Nov 2017	08 January 2018	12H00	Yes	R 362.86
17-18/BTO/07	Supply and Delivery of Cleaning Material: Main Stores	80:20	17 Nov 2017	08 January 2018	12H00	Yes	R 362.86
17-18/BTO/08	Supply and Delivery of Material of Electrical Stores: Main Stores	80:20	17 Nov 2017	08 January 2018	12H00	No	R 362.86

THESE ARE ALL 24 MONTHS TENDERS

Bidders are required to submit the following mandatory documents:

- Bidders must submit a valid SARS Tax status report Issued with a Pin; failure to submit will result in disqualification.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9, failure to submit will result in disqualification.
- Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months old must be attached to and be returned with the tender documents, failure to submit will result in disqualification.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality registration (Makana Database Confirmation Letter; CSD Registration report) on both supplier/service provider database and Central Supplier Database (CSD) proof of databases must be submitted.

- Tenders which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.

- BBEE Certificate or certified copy must be submitted.

- Documents to be filled with black ink.

- Tenders submitted are to hold good for a period of 90 days.

- CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership and failure will result in disqualification.

- **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2011 (PPFA) POINTS WILL BE AWARDED AS FOLLOWS:-**

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality

- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

EVALUATION FOR FUNCTIONALITY

Functionality will be evaluated as shown in the table below:

Criteria		Points
Project Profile		10
Proof of quality agreement from your manufacturer		20
Company Experience with a reference letter	- From 0-1 year - From 0-3 year - From 3 years	10 20 40
Delivery time frame		20
Financial reference		10
Total		100

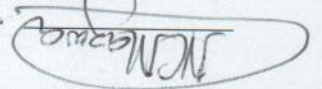
Failure to supply all required and supplementary information will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.

Closing Date: Completed bid documents in sealed envelopes, clearly marked "The project name and the contract number should be deposited in the **Tender Box** situated at **Ground Floor** Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than 08 January 2018 @ 12H00 where they will be opened in public- names and price of the bidders will be called out.

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 Enquiries are to be directed to Project Manager-Mr. S Gayiya and Ms. N Nayika for Main Stores, Tel 046 602 6005, for Electrical Stores Mr. L Magalela Tel 046 602 6163 and all SCM queries are to be directed to Ms. Z Gxowa 046 603 6022.

Issued by office of the Acting Municipal Manager: Mrs NC. Mazwayi



MRS NC MAZWAYI
ACTING MUNICIPAL MANAGER

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