



### BID NOTICE / ADVERT

Makana Local Municipality invites all experienced and competent suitable service-providers that are fully equipped for the construction of the following project.

Project Name	RFQ No	Preference Points System	Compulsory Briefing / Site Inspection Meeting	Closing Date & Time	Date Advertised
Supply and Delivery of Toilet Papers and Paper Towels	MLM/RFQ012/BTO/2017-18	80/20	No Compulsory Briefing/Site Inspection Meeting	08/12/2017	29/11/2017

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 8 & MBD 9, failure to submit will result in **disqualification**.
- Completed MBD 6.2 and signed 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 RFQ documents, failure to submit will result in **disqualification**.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database **and** Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
- RFQ which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- RFQ submitted are to hold good for a period of 07 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.
- BBBEE Certificate to be submitted or certified copy
- Certified copy of directors ID's

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		40
- From 0-1 year	10	
- From 1-3 year	20	
- From 3 years upwards	40	
Delivery time frame		20
Finance reference		10
<b>TOTAL</b>		<b>100</b>

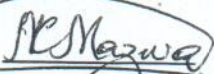
Failure to supply all required and supplementary information will result in the RFQ being deemed non-responsive; and therefore the RFQ will not be considered for awards

**Closing Date:** Completed bid documents in sealed envelopes, clearly marked "**MLM/RFQ012/BTO/2017-18**" should be deposited in the **RFQ BOX** situated at **UPSTAIRS** Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **08 DECEMBER 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 ICT Enquiries are to be directed to Project Manager-Mr S Gayiya Tel 046 602 6005 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

RFQ – WHITE PAPER

QUANTITY	DESCRIPTION	PRICE PER UNIT incl. VAT	Date when delivery can be given
As required	<p><b><u>PAPER</u></b></p> <p>1. White A4: 80 G (price per box)</p> <p>Prices to include packaging and delivery to the Makana Municipal Stores.</p> <p><b>ALL PRICES TO INCLUDE VAT</b></p>		

I/We, the undersigned, hereby agree to supply the articles as specified above and deliver same in good order and condition as may from time to time be demanded, subject to the conditions stated. This tender to hold good for 3 months.

Signed: .....

BUSINESS DETAILS:

AS WITNESSES:

Name : .....

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Address : .....

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Telephone No: .....

Fax No: .....