



## BID NOTICE / ADVERT

The Makana Local Municipality invites all experience and competent suitable Tenderers that are fully equipped for the below Projects.

Tender Name	Tender No.
Printing and Posting of Municipal Service Debtors Accounts	MLM/2021-22/BTO/001
Debt Collection Service	MLM/2021-22/BTO/002

Date Advertised: 03 September 2021

Closing Date & Time: 04 October 2021 @12h00

Preference Point System: 80/20

Bidders are required to submit the following documents:

- Founding Statement (CK / Company Registration Certificate) or certified copy, if a sole proprietor provide affidavit confirming ownership.
- Valid SARS Tax status report Issued with a Pin.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 8 & MBD 9, Failure to submit will result in disqualification.
- BBEE Certificates original / certified copies must be submitted and failure to do so will result in loss of points.
- Original certified copy Directors/Owners/Partners Identity documents.
- Billing clearance / 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 and not more than 3 months in arrears must be attached to and be returned with the Tender documents, if arrangement is done, proof must be attached, 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.

- NB: For JV and partnerships- Each Directors must complete and sign the MBDs, each JV/Partner must submit CSD; ID and JV/Partnership agreement to be submitted. Failure will result in disqualification
- MFMA Circular 90 will apply
- Tenders which are late, incomplete, unsigned or submitted by fax 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.

### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2017 (PPPFA) 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% in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified and will be not evaluated further, i.e. for price. Only bidders who score 70% or more would be evaluated further and therefore eligible for the award.

### EVALUATION FOR FUNCTIONALITY

A detailed Functionality Criteria is on each relevant document

- Bids must only be submitted on the bid documentation provided by the municipality. One envelopes system will be followed.

**Bid documents:** will be available at Makana Finance offices upon payment of R 845.00 for printing and posting of municipal accounts and R1 495.00 for debt collection services, these are non -refundable cash fees for each tender document, available from 08 September 2021 and available for collection also.

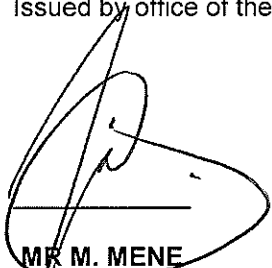
**Closing Date:** Completed bid documents in a sealed envelope, clearly marked with tender number and tender name of the project submitting, should be

deposited in the tender box situated at ground floor  
Makana Local Municipality: Finance Department at  
86 High Street Grahamstown not later than 04  
October 2021 at 12h00.

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 to  
Project Manager, Ms. Colleen Mani Tel. 046 603  
6130 email [colleenmani@makana.gov.za](mailto:colleenmani@makana.gov.za) All SCM  
queries are to be directed to Ms. Tabisa Mvane  
046 603 6222 [tmvane@makana.gov.za](mailto:tmvane@makana.gov.za)

Issued by office of the Municipal Manager: Mr Mene



MR M. MENE  
MUNICIPAL MANAGER