



## BID NOTICE / ADVERT

The Makana Local Municipality invites all experience and competent suitable Tenderers that are fully equipped to provide the following goods and services.

Project Name: **THE SUPPLY AND DELIVERY OF FOURTEEN LAPTOPS, FOURTEEN BACKPACKS**

RFQ No: MLM/RFQ002/2021-22

Date Advertised: 13 October 2021

Eastern Cape, Tenderers should be already in possession of the RFQ document and be familiar with the contents thereof.

Closing Date: 20 October 2021

Preference Point System: 80/20

Bidders are required to submit the following documents:

- Founding Statement (CK / Company Registration Certificate) or certified copy must be submitted, if a sole proprietor provide affidavit confirming ownership.
- Bidders to submit a valid SARS Tax status report Issued with a Pin.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9, Failure to submit will result in disqualification.
- BBBEE 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.
- NB:JV/Partnership; JV agreement or partnership agreement must be attached failure will result in disqualification

- Each JV partner or Partnership partner must complete and sign all MBDs and submit billing per requirement above
- 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.
- MFMA Circular 90 will apply
- Tenders which are late, incomplete, unsigned or submitted by fax or electronically (email; facsimile; telegraphic; telex/telephonic), will not be accepted and submissions from Tenderers who arrived late at the Tender clarification meeting will not be accepted.
- Documents to be filled with black ink.
- RFQ submitted are to hold good for a period of 07 days. RFQ must remain valid for a period of 07 days after the closing date for the submission of RFQ, during which period a Tender may not be amended or withdrawn and may be accepted at any time by the Makana Municipality .Validity period can be extended when required by the Municipality.

### **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.

CRITERIA	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
<b>OEM Reseller Certificate or Agreement with Manufacturer</b> 0-1 Year = 10 Points 0-2 Years = 20 Points 3-5 Years = 30 Points	<b>30</b>
<b>Reference Letter with Company Past Experience in Supply, Delivery of Laptops or Desktops with Reference Letter from Client Should State Scope of Work on Project and Duration of the Project</b>  a) 0-1 year with one reference letter = 10 points b) 1- 3 year with two reference letters = 20 points c) 3 – 5+ years with three reference letters or more = 30 points	<b>30</b>
<b>Delivery time frame</b>  0 - 7 days = 20 points 7 – 14 days = 10 points	<b>20</b>
<b>Financial Bank Rating( A,B and C = 10 Points) ( Other = 0)</b>	<b>10</b>
<b>Manufacture Warranty</b> <b>2 -3 Years = 10 Points</b>	<b>10</b>
<b>STAGE 2 OF EVALUATION – B-BBEE Level POINTS and PRICE</b>	
<b>B-BBEE Level Points</b>	<b>20</b>
<b>Price</b>	<b>80</b>
<b>TOTAL</b>	<b>100</b>

- Bids must only be submitted in the format as stated in the RFQ document and this advert as per RFQ documentation provided by the municipality.
- One envelopes system will be followed.

#### **OBTAIN DOCUMENTS**

Bid documents will be available at Makana website published with the advert at no cost to the bidder.

#### **NB- SUBMITTING OF TENDERS**

Closing Date: Completed RFQ documents must be enclosed in a sealed envelope, clearly marked “**THE SUPPLY AND DELIVERY OF FOURTEEN LAPTOPS, FOURTEEN BACKPACKS**” **BID No “MLM/RFQ002/2021-22”** as well as the closing time and due date, and must be addressed to the Supply Chain Management, MAKANA MUNICIPALITY, PO Box 176, Makhanda 6140, should be deposited/submitted in the **TENDER BOX** situated at **DOWNSTAIRS** at Finance Building, Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **20 October 2021 @ 12h00** (No late tenders shall be accepted; all late RFQs shall be returned unopened to the sender if received by post)

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.

Requirements for sealing, addressing, delivery, opening and assessment of RFQs are stated in the RFQ Data.

All Technical Enquiries are to be directed to

Mr.Thaphelo Matshuisa


[TMatshuisa@makana.gov.za](mailto:TMatshuisa@makana.gov.za) Tel: 046 603 6079

and all SCM queries are to be directed to Ms. Tabisa

Mvane Tel: 046 603 6222 and Ms. Thulisa Dukashe

Tel: 046 603 6202 email: [tmvane@makana.gov.za](mailto:tmvane@makana.gov.za) / [tdukashe@makana.gov.za](mailto:tdukashe@makana.gov.za)

Issued by office of the Municipal Manager: Mr Mene\_



MR M. MENE  
MUNICIPAL MANAGER