

LAYOUT, DESIGN AND PRINTING OF THE ANNUAL REPORT FOR 2021/2022 FINANCIAL YEAR

In Terms of Regulation 18 of the Municipal Supply Chain Management Policy, The KwaDukuza Municipality invites Closed Quotes for the above.

The physical address for payment of the documents is: Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. Documents are sold at R26.00 (vat inclusive). (Cash Only). **For queries relating to the issuing of these documents: Contact Nqobile- 032 437 5109 – Technical Queries – J Sewdular on 032 437 5143.**

Closed Quotes shall be stapled and placed in sealed envelopes, endorsed “**CQ3388/10 LAYOUT, DESIGN AND PRINTING OF THE ANNUAL REPORT FOR 2021/2022 FINANCIAL YEAR**” and must be placed in the Closed Quote Box at the SCM Unit, No.2 Industria Crescent, KwaDukuza, not later than 12h00 on the **31 October 2022** where all quotes will be opened in public. Late, electronic or faxed Quotes will not be accepted.

Bids will be evaluated and adjudicated according to the following criteria:

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulations, 2017 (B-BBEE Status Level Of Contribution – An Original or certified copy of a Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths OR A copy of a BBBEE Certificate issued by CIPC on behalf of DTI for EMEs)
- Council's Supply Chain Management Policy, CIDB and other Applicable Legislation.
- Service Providers Shall be registered on the National Treasury's Central Supplier Database
- Prices tendered must be firm and inclusive of VAT
- The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order will be verified against the information recorded on the Central Supplier Database (CSD).
- Service providers to complete in full all MBD's.
- A copy of the most recent municipal account / utility bill in which the business is registered or any of its Directors, District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from the landlord indicating that the Municipal Services are not in arrears OR a letter from the Ward Councillor or an Affidavit stating that the ward in which the business operates is Exempt from paying Municipal rates and taxes or Municipal Services **Failure to submit this will lead to your bid being deemed as non-responsive.**
- Compliance with Regulation 27(2) of the Supply Chain Regulations.
- First preference to be given to service providers who reside within the KwaDukuza Municipal area of jurisdiction. Proof of address by way of Municipal Utility bill for confirmation or service provider must be registered on the voters roll.
- **First preference to be given to an EME or QSE which is at least 51% owned by black people.**
- Bidder must provide/submit three(3) traceable references to confirm authenticity of the information provided.
- Bidder must provide/submit 2 copies of their own previous work.

All prospective Bidders will be screened in accordance with the National Treasury's Defaulters Data Base. Council does not bind itself to accept the lowest quote or any quote and reserves the right to accept any part or the whole of any quote and preference will be given to Affirmable Business Enterprises. No bids will be considered from persons in the services of any organ of state.

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HEAD: SCM