

## KwaDukuza Municipality Supply Chain Management Unit

SCM CQ: 2725/10

PUBLISHED: 28 October 2019

CQ 2725/10

### **PRINTING AND DELIVERY OF CORPORATE DIARIES AND CALENDARS FOR 2020**

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 R22.00 (vat inclusive). (Cash or bank guaranteed cheques only). **For queries relating to the issuing of these documents: Contact Nqobile- 032 437 5109 – Technical Queries – Sphelele 032 437 5133.**

**A COMPULSORY SITE BRIEFING MEETING SHALL BE CONDUCTED ON 31 October 2019 @ 10h00AM AT NO.2 INDUSTRIA CRESCENT, STANGER, SCM OFFICE. NO LATE SERVICE PROVIDERS WILL BE ALLOWED TO PARTICIPATE IN THE SITE BRIEFING MEETING. ONLY THOSE SERVICE PROVIDERS WHO PROVIDE A RECEIPT PROVING PRIOR PAYMENT AND A DOCUMENT WILL BE ELIGIBLE TO PARTICIPATE. DOCUMENTS WILL BE AVAILABLE ON THE DAY OF COMULSORY SITE MEETING.**

Closed Quotes shall be stapled and placed in sealed envelopes, endorsed “**CQ 2725/10 PRINTING AND DELIVERY OF CORPORATE DIARIES AND CALENDARS FOR 2020**” and must be placed in the Closed Quote Box at the SCM Unit, No.2 Industria Crescent, KwaDukuza, not later than 12h00 on the **07 November 2019** 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 the certificate is required)
- 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.
- Service providers to ensure compliance with MBD 6.2 – local content (If Applicable)
- A copy of the most recent municipal account / utility bill in which the business is registered. 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 levies 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 Rates, Electricity and Water. **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.
- **The bidder must submit samples of work they have carried out before (DIARY & CALENDAR).**
- **First preference will be given to an EME or QSE which is at least 51% owned by black.**
- **MBD 6.1, Clause 7 must be completed. Failure to complete will invalidate your bid.**

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**