**TENDER NO. MN 52/2023**

**PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER GOODS FOR MAYORAL LED START-UP PROGRAMME FOR A PERIOD NOT EXCEEDING 12 MONTHS**

In terms of Chapter 11 of the Municipal Finance Management Act No 56 of 2003, tenders are hereby invited for the above.

The physical address for collection of tender documents is Office No.6, 16 Chief Albert Luthuli Street, KwaDukuza Municipality Civic Building offices KwaDukuza (opp ABSA Bank)  upon presentation of a receipt proving prior payment of a non-refundable fee of **R160.00** (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. (Cash Only) . **Tender documents will be available from 10h00 on 11 April 2023. The cut-off time for selling of tender document is 15h00 on the 18 April 2023.** Contact person regarding collection of these documents is  Ms Glynnis Peters , Tel No: 032 - 437 5005, email: GlynnisP@kwadukuza.gov.za and Technical queries may be addressed to Sikhumbuzo Hlongwane  Tel No. 032 - 437 5005, email: sikhumbuzoh@kwadukuza.gov.za.

A **compulsory clarification meeting**, with representatives of the Employer, will take place at the KwaDukuza Municipality: PMU Building Back Yard (Back entry) Carpark, Lavoipierre Building, 2 Industria Crescent,  KwaDukuza, 4450 on **19th April 2023** starting at **10H00**. Failure to attend the compulsory clarification meeting will disqualify the tender. Doors to the venue will be closed at **10H00** and the briefing will commence immediately. Late attendance will not be accepted and tenderers will **NOT** be admitted into the meeting venue.  Only those tenderers who are in possession of a tender document shall be permitted to participate in discussion at the compulsory clarification meeting and site inspection. **All Bidders need to adhere to COVID19 regulations**.

Tenders shall be placed in sealed envelopes, endorsed with **TENDER NO. 52/2023 PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER GOODS FOR MAYORAL LED START-UP PROGRAMME FOR A PERIOD NOT EXCEEDING 12 MONTHS** be placed in the Tender Box at the SCM Municipal Offices, No. **2 Industria Crescent**, KwaDukuza, Lavoipierre Building, SCM Offices not later than **12h00 on 26th April 2023** at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Late, electronic, or faxed tenders will not be accepted.

**Tenders will be evaluated and adjudicated according to the following criteria: -**

- **80/20 preference points system will apply in terms of the Preferential Procurement Regulations, 2022 (Points claimed will be scored for specific goals and proof of such claim must be provided with your Bid). Failure in providing relevant proof will result in no points being awarded for specific goals /preference points.**

- **KwaDukuza Municipality will be applying specific goals in terms of Section 2 (1)(d) and (e) of the Act. The Specific goals applied for this bid: EME's which are at least <u>51% owned by Black people will be considered</u>.**

- Council's Supply Chain Management Policy, MFMA, Council's Preferential Procurement Policy 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 Applicable 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. **(the validity of the contents of the letter or <u>affidavit in respect of rates will be tested with the Municipal Finance Rates office</u>). Failure to submit this will lead to your bid being deemed as non-responsive.**

- **RDP Criteria applied for this Tender: Service providers who reside within the KwaZulu Natal Province will be considered. Proof of address by way of Municipal Utility bill or an Affidavit to confirm Locality must be provided with your bid.**

- The tender offer validity period will be 90 consecutive days

- Compliance with Regulation 27(2) of the Supply Chain Regulations (Where brand names maybe specified or an equivalent will suffice)

- Failing to Comply with the above-mentioned Criteria will deem your bid as being Non-Responsive

- The bidders will be evaluated on functionality, as follows.

| Bidders Relevant Experience, Similar Work and Capacity to Execute Service | Maximum Points |
|---|---|
| A. Bidder's relevant years of experience in the supply and delivery of goods and services | 25 |
| B. References of Similar Work done (in relation to product categories of listed items. | 30 |
| C. Assets ownership and resources to deliver goods and services, | 20 |
| D. Logistics and Delivery Plan | 10 |
| E. Locality of the business | 15 |
| TOTAL | 100 |

Note: Detailed evaluation criteria is contained in the document, with clear and unambiguous description of point's allocation

All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.

Council does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender . The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company.

Canvassing in any form in the gift of Council is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from the persons in the service of any organ state.

_____
**N.J. Mdakane**
**MUNICIPAL MANAGER**