



**TENDER NO. MN 82/2025**

**BULK PRINTING AND MAILING OF MONTHLY STATEMENTS AND AD HOC NOTICES FOR A PERIOD OF THREE YEARS**

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 General Justice Mpanza Building, 104 Mahatma Gandhi Street, Ramesh Rampersadh (032 437 5536), email [rameshr@kwadukuza.gov.za](mailto:rameshr@kwadukuza.gov.za) presentation of a receipt proving prior payment of a non-refundable fee of R303.00 (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. **Tender documents will be available from 10h00 on 8<sup>th</sup> of August 2025. The cut-off time for selling tender documents is 15h00 on the 27<sup>th</sup> of August 2025.** Contact persons regarding collection of these documents is Krishen Kemi, Tel No: 032 - 437 5576, email: [krishenk@kwadukuza.gov.za](mailto:krishenk@kwadukuza.gov.za) and Nishara Singh, Tel No: 032 - 437 5547, email: [Nisharas@kwadukuza.gov.za](mailto:Nisharas@kwadukuza.gov.za) from the Finance Business Unit and Technical Queries may be addressed to Nishara Singh, Tel No. 032 - 437 5547, email: [Nisharas@kwadukuza.gov.za](mailto:Nisharas@kwadukuza.gov.za)

A **compulsory clarification meeting**, with representatives of the Employer, will take place at the KwaDukuza Municipality: **FINANCE BOARDROOM (General Gizenga Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza, 4450 on 28<sup>th</sup> of August 2025, 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.

Tenders shall be placed in sealed envelopes, endorsed with **TENDER NO. 82/2025** 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 15 September 2025**, 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 Preferential Procurement Policy Framework Act, 2000(Act No 5 of 2000). The Specific goals applied for this bid: only EME's or QSE's which are at least 51% owned by Black people shall be considered. Should the applicable specific goals not be met, the municipality shall cancel the bid.
- 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 are required to complete in full all Applicable MBD's.
- A copy of the most recent municipal account / utility bill in which the business is registered and 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 affidavit in respect of rates will be tested with the Municipal Finance Rates office). Failure to submit this will lead to your bid being deemed as non-responsive.
- RDP Criteria applied for this Tender: Service providers who are based within the province of KwaZulu-Natal 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 (3-Months).
- Compliance with Regulation 27(2) of the Supply Chain Regulations (Where brand names may be specified or an equivalent will suffice).

Failing to comply with the above-mentioned criteria will result in your bid deemed as non-responsive.

All prospective tenderers shall be screened against 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 reserves the right to negotiate the price in accordance with Regulation 24 of KwaDukuza Municipality Supply Chain Management Policy (SCMP) .

Any form of canvassing related to the Council's procurement process is strictly prohibited and will result in the disqualification of the tender. Bids submitted by individuals employed by any governmental entity will not be considered.

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**N.J. MDAKANE**  
**MUNICIPAL MANAGER**