



INVITATION TO TENDER

TENDER NO: 05/07/2021

DESCRIPTION: PROVISION OF BULK PROCESSING, PRINTING, POSTING AND DISTRIBUTION OF MONTHLY STATEMENTS

Bids are hereby invited from experienced service providers for **PROVISION OF BULK PROCESSING, PRINTING, POSTING AND DISTRIBUTION OF MONTHLY STATEMENTS** to Dannhauser Municipality

A NON-REFUNDABLE BID document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Account Holder - Dannhauser Municipality, Account No. 62369194106, Branch code - 270324 and Account type – Cheque) and will be available from **05/07/2021**.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Background and experience of the firm in a related field.
- Capacity to undertake work within stipulated time frame
- Detailed breakdown of fees and No hidden cost will be considered.
- Company profile with traceable references
- CIPC Registration certificate "CK"
- Current municipal rates account
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

EVALUATION CRITERIA

| FUNCTIONAL CRITERIA | SUB-CRITERIA | Max points | Verification method |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------|
| Number of projects executed or currently executing | Number of bulk processing and printing of monthly statements projects 3 projects or less (10 points) 4-5 projects (20 points) 6-10 projects (30 points) More than 10 projects (40 points) | 40 | Bidders must attach reference letters of projects executed or currently executing |
| Number of years of experience | Number of years in business of bulk processing and printing of monthly statements having a minimum of 15 000 statements per batch per month. 3-4 years (10 points) 5-6 years (15 points) 7-8 years (20 points) More than 8 years (30 points) | 30 | Bidders must attach schedule showing the years of experience for projects executed or currently executing |
| Understanding of the project | Understanding of the project 1. Is the service to be rendered outlined in detail indicating an understanding of the requirements of the bid? (5 points) 2. Has evidence been provided that the hardware and software to be used are in terms of the bid requirements? (5 points) Approach to project implementation: Submission and quality of evidence if planning for the project 1. Sufficient Human Resources have been identified and CVs of the permanent staff are provided. Has evidence been provided regarding the ability to use the equipment, etc.? (5 points) 2. Project implementation plan submitted with clear time frames for each step. (5 points) | 20 | Bidders must attach methodology with project implementation plan and CVs of the permanent staff |
| Locality of business | Locality of business Dannhauser Municipality area (10 points) Amajuba District (7 points) KwaZulu Natal (4 points) any other area (0 points) | 10 | Verification will be done using company address |
| Total | | 100 | |

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is **75 points**.

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 05/07/2021 PROVISION OF BULK PROCESSING, PRINTING, POSTING AND DISTRIBUTION OF MONTHLY STATEMENTS**” and must be deposited into the tender box situated at the reception area of Dannhauser Municipal offices. Tenders should be received no later than **12H00 on 16/08/2021**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Technical enquiries may be directed to Mr. M.J Hlongwang, e-mail: joeh@dannhauser.gov.za at 08 Church Street or telephonically on 034- 621 2666 Ext. 0717 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

WB NKOSI
MUNICIPAL MANAGER

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