

DANNHAUSER LOCAL MUNICIPALITY (KZN - 254)

KWAZULU - NATAL

8 Church Street
Private bag X1011
Dannhauser
3080



Telephone : (034) 621 2666
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INVITATION TO TENDER TENDER NO: 20/09/2022

DESCRIPTION: APPOINTMENT OF PANEL TO SUPPLY AND DELIVER STATIONARY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS

Bids are hereby invited from experienced service providers for **APPOINTMENT OF PANEL TO SUPPLY AND DELIVER STATIONARY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS**:

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 (Bank – **FNB**, Account Holder - **Dannhauser Municipality**, Account No. **62369194106**, Branch code - **270324** and Account type – **Cheque** and documents will be available from **19/09/2022**.

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.

In terms of section 13 of the municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.

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.
- Capacity to undertake work within stipulated time frame
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months
- 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

Criterion	Guidelines	Weighting	Verification
Work Experience Number of successfully completed similar projects with traceable references: similar type and value	Above 4 Projects (40 points) 4 Projects (30 points) 3 Projects (20 points) 2 Projects (10 points) 1 Project (5 points)	40	Bidders must attach reference letters of projects executed or currently executing
Ownership or Partnership <ul style="list-style-type: none">➤ Owing Shop or warehouse of stationery➤ Partnership with the warehouse of stationery or factory	Ownership (30 points) Partnership (20 points)	30	Bidders to attach proof of ownership or partnership franchise agreement
Key Personnel <ul style="list-style-type: none">➤ He or She must possess 3 years' experience and above to qualify for full points.	Salesperson experience 3 or more years (10 points) 1 - 2 years (5 points)	10	CV for salesperson to be submitted
Transportation <ul style="list-style-type: none">➤ 2 ton Truck or bakkie	Own transport (20 points) Leased transport (10 points)	20	Attach proof of ownership or lease agreement signed by both parties
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 **70 points**.

Tenders must be submitted in a sealed envelope; clearly marked "**TENDER NO: 20/09/2022 APPOINTMENT OF PANEL TO SUPPLY AND DELIVER STATIONARY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS**" and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Tenders should be received no later than **12H00 on 11 October 2022**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Technical enquiries may be directed to Mr MV Ntanzu, Director Corporate Services, e-mail: mlungisn@danhauser.gov.za at 08 Church Street or telephonically on 034- 621 2666 Ext. 0703 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

**MUNICIPAL MANAGER
MR S CELE**