

DANNHAUSER LOCAL MUNICIPALITY (KZ-254)

8 Church Street

Private bag X1011

Dannhauser



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municipalmanager@dannhauser.gov.za

Service provider to design, compile and print the Dannhauser Council Exit Report Booklet. Tender No: 04/05/2021

Bids are hereby invited from experienced service providers/consortium to design, compile and print the Dannhauser Council Exit Report Booklet.

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 and will be available from **03 MAY2021**.

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) amended 2017. Original Certified copy or original BBBEE must be submitted.

In terms of section of Dannhauser Municipality Supply Chain Management Policy and the official tender procedures, the Municipality will reject all tenders that do not comply with the following 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 from date of offer
- 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 condition of contract (GCC) and if applicable, any other specific conditions of contract
- Bidders must complete all MBD forms.
- Company profile with traceable references of related work
- CIPC Registration certificate "CK"
- Current municipal rates account
- Capacity to undertake work within stipulated time frame
- No bids will be considered from person 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 re-advertise or reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contractor to the bidder scoring the highest number of points.

EVALUATION CRITERIA

Key aspect of criterion	Basis for points allocation	Score	Max points	Verification method
Understanding of terms of reference and Methodology	Methodology (Execution Plan of all stages of the project with Time Frames)	Excellent	40	Detailed Methodology (Execution Plan with Time Frames) to be attached
		Good	20	
		Satisfactory	10	
	No understanding of terms and references	Poor	0	No clear understanding of TOR's
Qualifications and experience of Project Manager	Degree in Public Management / Public Administration with five years experience in projects of similar nature and in government.	Excellent	10	CV, Certified Copy of Qualification (not older than 3 months)
	National Diploma in Public Management / Public Administration three years experience in projects of similar nature and in government.	Good	5	
	No CV, Degree qualification in Public Management / Public Administration	Poor	0	No CV, & Certified Copy of Qualification
Experience of Project team	National Diploma in Communication Management and Public Relations and Graphic Design with three years experience in projects of similar nature or NQF 5	Excellent	30	CV & Certified Copy of Qualification to be attached (not older than 3 months)
	National Diploma in Communication Management and Public Relations and National Diploma in Graphic Design with two years experience in projects of similar nature or NQF 4	Good	20	
	National Diploma in Communication Management and Public Relations and National Diploma in Graphic Design with less than two years experience and NQF 4 or less than 4	Fair	10	
	No experience in projects of similar nature and Communication and Public Relations Diploma	Poor	0	No CV & Certified Copy of Qualification attached
Experience of the bidder (Name of traceable reference with contact details to be included for verification)	Three or more completed design, compile & project management projects in the past five years.	Excellent	20	Attach appointment letters & reference letters
	Two completed design, compile and project management projects in the past five years.	Good	15	
	One completed design, compile and project management project in the past five years.	Fair	10	
	No experience	Poor	0	No appointment letters & reference letters attached
		TOTAL	100	

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

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 04/05/2021** Design, Compile and Print the Dannhauser Municipality Council Exit Report Booklet” 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 **03/06/2021**, where after bids will be opened in public. Late, emailed or faxed bids will not be accepted.

Technical enquiries may be directed to Mr. P.J Ndlovu (IDP Manager), e-mail: philanin@dannhauser.gov.za at 08 Church Street or telephonically on 034- 621 2666 Ext. 0704 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

Yours faithfully

MUNICIPAL MANAGER
NKOSI WB

TENDER NO: 04/05/2021