

2. TENDER NOTICE & INVITATION TO TENDER

TENDER NO. BV 1037/ 2023

SUPPLY AND DELIVERY OF PRINTING PAPER FOR THE PERIOD ENDING 30 JUNE 2027

The Breede Valley Municipalities invite tenders for the supply and delivery of printing paper for the period ending 30 June 2027.

Interested service providers/ companies are encouraged to participate in this tender. Interested service providers/ companies can request or collect bid documents from the Supply Chain Management Offices, 51B Baring Street, Worcester. Documents are to be requested or collected as from Friday, 1 September 2023, during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 – 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rand) for each set of documents, payable by cash deposits and EFT's. Please note: The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also electronic available upon request, free of charge, as the printing costs are for the bidder's own account.

ELIGIBILITY CRITERIA

Only those service providers who satisfy the following eligibility criteria are eligible to submit tenders:

- i. Whose products comply with ISO 9001, 14001 or 9706 (proof of certification needs to be submitted with the tender, relevant or equal to the quality standard required). Distributors may utilise certification of their manufacturers.

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mr. C. Cupido, at telephone number 023 348 2947 or e-mail address: charlton@bvm.gov.za. Alternatively, the Supply Chain Officer: Procurement, Mr. W Bells can be contacted at telephone number 023 348 2952 or e-mail address: wbell@bvm.gov.za. Any enquiries regarding technical information shall be directed to the the Acting Storeman, Ms. R. Harvey, who can be contacted at 023 348 2895 or e-mailed at rharvey@bvm.gov.za. Alternatively, the Supervisor Stores, Mr. Z. Ceza, can be contacted at telephone number 023 348 8816 or e-mailed at zceza@bvm.gov.za.

A non-compulsory virtual clarification meeting with representatives of the Employer will take place on **Wednesday, 20 September 2023, starting time 11h00 via Microsoft Teams**. It is the bidder's prerogative to elect to attend the clarification meeting. Prospective tenderers shall register with Breede Valley Municipality, Supply Chain Management Unit by e-mail to procurement@bvm.gov.za not later than end of business on Tuesday, 19 September 2023 after which an invite to the virtual clarification meeting will be sent out. Please note: The Municipality prefer that Senior Company Staff members or staff members with technical contextual knowledge to attend the clarification meeting as the Tender Specifications and the Scope of Works will be discussed in detail along with the expectations and possible amendments. It remains the tenderer's responsibility to comprehensively familiarize themselves with and fully understand the tender specifications to be able to submit a responsive tender.

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipal Credit Control offices, 53 Baring Street, Worcester, by not **later than 11h00 on Friday, 6 October 2023**. Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy and the Preferential Procurement Framework Act. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality
Private Bag X3046
WORCESTER

D. MCTHOMAS
MUNICIPAL MANAGER
SC 14/2023