



## BID NOTICE

MINQUMA LOCAL MUNICIPALITY  
SUPPLY CHAIN  
MANAGEMENT UNIT

2023 -10- 06

Received By: F. DANDALA  
Signature: [Signature]

### Project Description

Mnquma Local Municipality hereby invites bids from all prospective accredited and qualifying service provider for the hereunder project:

BID NO.	Description	Evaluation Criteria	Closing Date
MNQ/SCM/56/23-24	DESIGN, EDITING, TRANSLATION (ENGLISH TO XHOSA), PRINTING AND DISTRIBUTION OF THE MUNICIPALITY'S EXTERNAL NEWSLETTER	80/20	Date: 24/10/2023 Time: 12:00

**Technical queries:** Ms. S Jenkins (Media Liaison Officer) at 047 050 1308 Email: [sjenkins@mnquma.gov.za](mailto:sjenkins@mnquma.gov.za) and Supply Chain Management: Ms. NP Mnini ( Manager SCM) at (047) 050 1150 /082 245 9945 email: [nmnini@mnquma.gov.za](mailto:nmnini@mnquma.gov.za)

**Evaluation criteria:** The evaluation of the bids will be conducted in two (02) stages namely:

**Stage 1:** Administration compliance

Bidders that do not meet the **Administration compliance** (Compliance with mandatory and other bid requirements) will not be eligible for further evaluation and will be deemed as non-responsive.

**Stage 2:** Evaluation in terms of the 80/20 preference point systems prescribed in Preferential Procurement Regulations 2022

**Price=80 points,  
Specific goals =20 points**

The specific goals allocated points in terms of this tender	Specific goals points allocated 20 points	Proof Required to score points
The promotion of South African owned enterprises	20	<ul style="list-style-type: none"><li>Fully completed and signed MBD 6.1 and full Central Suppliers Data Base report (CSD) not older than one month</li></ul>

**NB: No points will be claimed by the bidder if it fails to submit proof required to score points for specific goals.**

### REQUIRED DOCUMENTS:

Potential bidders are urged to submit the following attachments when submitting their proposals, failure to do so will lead to disqualification.

- Company experience** Bidder has Successfully completed 3 projects in (Designing, Editing, Printing & Translation)
- Proof of Experience: Signed reference letters with appointment letters must be attached for Designing, Editing, Printing & Translation**
- Key Staff: Must be working for the bidding company**

### CONDITIONS OF ACCEPTANCE:

- The Municipality is under no obligation to accept any proposal/tender and reserves the right to accept the whole or any part of the proposal/tender.
- No proposal/tenders will be considered from persons in the service of the state.
- The bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- The bidder has not abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect.

- **Graphic Designer: Academic Qualification:** Certificate in Graphic Designing with extensive Experience in Designing, Editing, Printing & Translation for a period of 02 years.

**NB: Bidders must submit detailed CVs with certified (not older than 06 months) copies of the required professional qualifications. If the required certified copies of professional qualifications are not attached to the CVs, bidder will be disqualification (Copy of a certified copy will not be considered).**

- Full CSD Report (Not older than one Month)
- Only original tender document will be accepted
- Fully Completed Tender Forms i.e. Form of Offer, all returnable MBDs (MBD1-9) –Part of the tender document. Return all returnable documents to the employer after completing them in their entirety by writing legibly in non – erasable ink.
- In the case of partnerships/ consortiums/ joint venture agreement, signed agreement must be submitted with the tender document.
- All parties/partners to the partnership/ consortium/joint venture agreement must be registered on the Central Supplier Database

#### **OBTAINING OF TENDER DOCUMENTS:**

Tender documents for the project can be obtained at Mquma Local Municipality website and e-portal.

#### **TENDER SUBMISSION AND OPENING**

Tenders/Proposals must be submitted by hand to a Bid Box at Mquma local municipality, Corner King and Mthatha Street, Butterworth. 4960

Tenders should be sealed, endorsed on the envelope with:

**BID NO: MNQ/SCM/56/23-24**

**PROJECT NAME: DESIGN, EDITING, TRANSLATION (ENGLISH TO XHOSA), PRINTING AND DISTRIBUTION OF THE MUNICIPALITY'S EXTERNAL NEWSLETTER**

**Back of the envelope with:**

- company Name, Address and contact details

- No late, incomplete, unsigned, faxed, couriered, and emailed tenders will be accepted.
- The tender offer submitted shall remain valid, irrevocable and open for written acceptance by the Mquma Local Municipality for a period of 90 days from the closing date.
- The award of the tender may be subjected to price negotiation with the preferred tenderers
- The municipality reserves the right to extend the tender period by notice in the press and on the municipality's official website [www.mnquma.gov.za](http://www.mnquma.gov.za)

**NB: Preferred bidders will be required to furnish the municipality:**

- Proof of company registration/ CK number and certified ID copies (not older than 06 (six) months) for directors/members
- Tax compliance status PIN
- Certificate issued by the municipality or any other municipality to which he may be indebted to the effect that he and, in the event of the bidder being a company, also any of its directors, is not indebted to the municipality or to any other municipality or municipal entity for rates, taxes and/or municipal service charges which are in arrear for a period of more than **three (03) months** and that no dispute exists between such bidder and municipality or municipal entity concerned in respect of any such arrear amounts. Bidders who reside within the Mquma Local Municipality (MLM) jurisdiction will be verified with MLM Revenue Section.

  
S Mahlasela  
Municipal Manager