

	BITOU MUNICIPALITY			
	NOTICE – REQUEST FOR TENDERS			
	ADVERTISED ON:	MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE; NATIONAL TREASURY e-TENDER		
	NOTICE NO:	128/2025	TENDER NO:	SCM /2025/107/CORP
Tenders are hereby invited for:	Acquiring secure off-site storage, archiving of municipal records and to render document and content management services for the Bitou Municipality in line with the provisions of the National Archives Act 43 of 1996 for a period ending 30 June 2028.			
PUBLISHED DATE:	04 April 2025	CLOSING DATE:	09 May 2025	
CLOSING TIME	No later than 12H00. Tenders will be opened immediately thereafter, in public at the Bitou Municipality, Supply Chain Management Unit, Shop 59, 2 nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay			
AVAILABILITY OF TENDER DOCUMENTS:				
Tender Documents will be available electronically free of charge from the following email address: scmtenders@plett.gov.za				
Printed copies of the Bid Documents will be available as from 12h00, and thereafter, on Monday-Thursday from 07h30 until 16h30 and on Friday from 07h30 until 13h30 at Bitou Municipality: Supply Chain Management, Shop 59, 2nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay, at a non-refundable fee, payable to a cashier at Bitou Municipality, Shop 54, 2nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay.		Bitou Municipality is a public recipient and can therefore be selected on the list given by any of the banks. By selecting 'Bitou Municipality', the funds will be diverted to our new account with Standard bank. Proof of payment will be required upon collection of Bid documents. Quotation Number to be used as payment reference with name of payee.		
Date Available:	04 April 2025	Non-refundable Fee:	R138.00	
TENDER SUBMISSION RULES:				
1.1 Tenders are to be completed in accordance with the conditions and Tender rules contained in the Tender document. 2.1 The Tender Document & supporting documents must be placed in a sealed envelope and externally endorsed WITH: THE TENDER NUMBER; DESCRIPTION & CLOSING DATE OF THE TENDER. 3.1 Tender Documents must be deposited in the Tender Box, at the Supply Chain Management Unit, Bitou Municipality, Shop 59, 2 nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay. 4.1 Tenders may only be submitted on the Tender documentation issued by the Municipality. 5.1 The Bitou Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. 6.1 Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Application forms are obtainable from the website https://secure.csd.gov.za .				
Tenders shall be evaluated in terms of the Bitou Preferential Procurement Policy, 2022		Suppliers may claim preference points in terms of the 80/20 . Price : 80 Specific Goals: (20) a) B-BBEE Status Level contributor : 10 b) Promotion of Local Area Enterprises : 10 Total Points : 100		
Preferential Procurement Policy – Local Procurement		Not Applicable		
Preferential Procurement Policy Local Content		N/A		
Site Meeting/Information Session		N/A	Validity Period	90 Days
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE QUOTING PROCEDURE MAY BE DIRECTED TO:		
Section:	Corporate Services	Section:	Supply Chain Management	
Contact Person:	Mr Ghourdro Jo- Frit Booysen	Contact Person:	Ms. AP Melamane	
Email:	gbooyesen@plett.gov.za	Email:	scmtenders@plett.gov.za	