



BID NOTICE

PANEL FOR STATIONERY AND CLEANING MATERIALS

Maphumulo Local Municipality hereby invites qualified and experienced service providers to be part of a panel to be used as and when required for those services for a period of three years. The full detailed specifications will be made available on tender document.

PROJECT NAME	BID NUMBER
Panel for Supply and Delivery of Cleaning Materials	KZN294/PSDCM/2023
Panel for Supply and Delivery of Stationery	KZN294/PSDS/2023

Bidders must submit their bids on the official Municipal bidding documents, which will be available at the Municipal Offices, located at **MR 711, LOT 152, Maphumulo from 14 December 2023 until 31 January 2024 before 12H00 midday and may be downloaded from the Municipal website at no cost**. A non-refundable document fee of R500.00 is payable if collected at the Municipality and payment must be deposited at ABSA Bank, Account Number: **4056102866**. No cash is allowed. **The Municipality will not be held responsible for any incomplete documents downloaded from the Municipality website (www.maphumulo.gov.za).**

Completed tender documents must be in a sealed envelope clearly marked "**1 Panel for Supply and Delivery of Cleaning Materials**" "**2 Panel for Supply and Delivery of Stationery**" and placed in the tender box located at **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12H00 on Wednesday 31 January 2024**. Documents will be opened in public. **Late telegraphic, faxed, emailed or posted tenders will not be accepted**. Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed copy of tax clearance **PIN** for further verification.
- Certified ID(s) copies** of company director(s) **not older than 3 months**.
- Copy of company registration.
- Company municipal rates, electricity or water account **not older than 3 months**, proof of residential lease or rental or affidavit accompanied by proof of residence if the business operates at a place of residence or rural areas where there are no rates paid.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Copy of CSD (Central Supplier Database) detailed report.

Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53 and Municipal Policy.

Stage 1:

Evaluation of functionality in terms of MFMA Circular 53. Only the service providers who achieve a minimum of 70% points of the total points will qualify for stage two of the evaluation process. The points for stage one will be allocated as follows:

FUNCTIONALITY	POINTS
Proven Track Record	30
Lead Time	20
Financial Viability	30
Availability of Resources	20
Total	100

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points will be awarded based on Municipality specific goals that are on ownership and RDP goals.

PREFERENTIAL POINTS FOR BIDS NOT EXCEEDING R50 000 000.00 - 80:20

Points Allocation	PPP Allocation	Documents required for verification
a) HDI Equity - South African		
* 100% HDI Equity	5	Detailed CSD
* Between 75% and 100%	3.75	Detailed CSD
* Between 50% and 75%	2.50	Detailed CSD
* Between 25% and 50%	1.25	Detailed CSD
b) Female Ownership - South African		Detailed CSD
* 100% Female Ownership	3	Detailed CSD
* Between 75% and 100% Female Ownership	2.25	Detailed CSD
* Between 50% and 75% Female Ownership	1.5	Detailed CSD
* Between 25% and 50% Female Ownership	0,75	Detailed CSD
c) Youth Ownership - South African		Detailed CSD
* 100% Youth Ownership	2	Detailed CSD
* Between 75% and 100% Youth Ownership	1,5	Detailed CSD
* Between 50% and 75% Youth Ownership	1	Detailed CSD
* Between 25% and 50% Youth Ownership	0,5	Detailed CSD
e) Ownership by People Living in Rural Areas and Townships - South African		
* 100% Maphumulo	10	- Company municipal accounts not older than 90 days. - Sworn affidavit accompanied by proof of residence if you are residing in rural areas. - Signed and valid lease agreement.
* Between 75% and 100% Within iLembe District Municipality	7.50	- Company municipal accounts not older than 90 days. - Sworn affidavit accompanied by proof of residence if you are residing in rural areas. - Signed and valid lease agreement.
* Between 50% and 75% Within the KZN Province	5	- Company municipal accounts not older than 90 days. - Sworn affidavit accompanied by proof of residence if you are residing in rural areas. - Signed and valid lease agreement.
* Between 25% and 50% Other Province	2.50	- Company municipal accounts not older than 90 days. - Sworn affidavit accompanied by proof of residence if you are residing in rural areas. - Signed and valid lease agreement.
TOTAL	20	

All technical enquiries relating to this tender must be directed to **Ms T Gasa Tel. Number: 032 481 4500 or emailed to Sthembiso.Gasa@maphumulo.gov.za**. **SCM related enquiries must be directed to Mr Si Manqele on 032 481 4500** during office hours (7:30 - 16:00) on weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.