



BID NOTICE

PROJECT DESCRIPTION

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

BID NO.	Description	Evaluation Criteria	Closing Date
SCM/MLM/08/23-24	Edit, Design, Layout, Formatting, Printing And Binding Plus Cover Of The 2023/2024 Idp	80/20	Date: 11/08/2023 Time: 12:00

Technical queries: Mr. P Mkata (IDP/PMS) at 047 050 1327 and Supply Chain Management: Ms. NP Mnini (Manager SCM) at (047) 050 1150 /082 245 9945 email: 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 20 points	Proof Required to score points
The promotion of South African owned enterprises	20	<ul style="list-style-type: none"> Fully completed signed MBD 6.1 and Full Central Suppliers Data Base report (CSD) not older than one month

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 (Editing, Designing, Layout, Formatting and Printing)
- Proof of Experience:** Bidder must submit 03 Signed reference letters with appointment letters for Editing, Designing, Layout, Formatting and Printing
- Key Staff:** Must be working for the bidding company
- Graphic Designer: Academic Qualification:** Certificate in Graphic Designing with

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.
- No late, incomplete, unsigned faxed, couriered, and emailed tenders will be accepted
- The tender offer submitted shall remain valid,



extensive Experience in Editing, Designing, layout and formatting for printing for 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).

- Only original tender documents will be accepted
- Full CSD Report (Not older than one Months)
- Fully Completed Tender Forms i.e. Form of Offer, all returnable MBDs (MBD 1-9 (Part of the 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/ signed joint venture 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 this project can be obtained at Mnquma Local Municipality website.

TENDER SUBMISSION AND OPENING

Tenders/Proposals must be submitted by hand to a Bid Box at Mnquma local municipality, Corner King and Mthatha Street, Butterworth. 4960
Tenders should be sealed, endorsed on the envelope with:

BID NO.SCM/MLM/08/23-24

**PROJECT NAME: EDIT, DESIGN, LAYOUT,
FORMATTING, PRINTING AND BINDING PLUS
COVER OF THE 2023/2024 IDP**

On the back of the envelope with:

- **Company name and address and Contact Details**

irrevocable and open for written acceptance by the Mnquma 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

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

- CK/ Company registration, Certified ID Copies not later than (06) six months
- 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 any other municipality or municipal entity for rates, taxes and/or municipal service charges which are in arrear for a period more than **three 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 Mnquma Local Municipality (MLM) jurisdiction will be verified with MLM Revenue Section.

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**S. Mahlasela
MUNICIPAL MANAGER**