



## 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/103/21-22	Design, Printing, delivery and installation of outdoor posters.	80/20	Date: 07/03/2022 Time: 12:00

All enquiries must be directed to the following email addresses:

**Technical queries:** Ms. S Jenkins (Media liaison Officer) at 047 050 1308 /060 996 8387 and **Supply Chain Management queries:** 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 will be conducted in two (03) stages namely:

### Stage 1: "Administrative compliance"

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

Stage 2: "Functionality" evaluation			
CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBILITY SCORE
<b>1. EXPERIENCE:</b>			<b>50</b>
• Bidder has successfully completed 1 project (Designing, Layout, Formatting, and Printing of posters). <b>10 points</b>	2	5	
• Bidder has successfully completed 2 projects (Designing, Layout, Formatting, and Printing of posters). <b>20 points</b>	4	5	
• Bidder has successfully completed 3 projects (Designing, Layout, Formatting, and Printing of posters). <b>30 points</b>	6	5	
• Bidder has successfully completed 4 projects (Designing, Layout, Formatting, and Printing of posters). <b>40 points</b>	8	5	
• Bidder has successfully completed 5 or more projects (Designing, Layout, Formatting, and Printing of posters) <b>50 points</b>	10	5	
• Bidder has submitted no information or inadequate information to determine the scoring level ( <b>score 0</b> )	0	5	
<b>Proof of professional experience: Signed reference letters in relation to the required services must be attached.</b>			
<b>2. KEY STAFF COMPETENCE: (must be working for the Bidding company)</b>			<b>30</b>
• Academic Qualification: National Diploma or equivalent in Graphic design or a design-based program. Experience in Graphic designing (6 points for experience per year (max. 5 years)	6	5	
<b>Bidders must submit detailed CVs with original certified copies of the required professional qualifications not older than 03 months. If the required certified copies of professional qualifications are not attached no points will be allocated. (Copy of a certified copy will not be considered).</b>			
<b>3. METHODOLOGY</b>			<b>20</b>

• Human Resource personnel. <b>10 points</b>	2	5	
• Clear time frames and sound approach to delivering of this assignment. <b>10 points</b>	2	5	
<b>Total</b>			<b>100</b>

**NB: Bidders must score 70 out of 100 to proceed to the next stage (Financial Evaluation)**

**Stage 3:** Evaluation in terms of the 80/20 preference point systems prescribed in Preferential Procurement Regulations Price=80 points, B-BBEE=20 points. Bidders are required to submit an original or certified copy of B-BBEE certificate to claim preferential points.

#### REQUIRED DOCUMENTS:

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

- Full CSD Report (Not older than three Months)
- Only original tender documents will be accepted
- 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 (attached to **Schedule 2**).
- 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 are downloadable at the municipal website: [www.mnquma.gov.za](http://www.mnquma.gov.za) and on eTender portal: <https://etenders.treasury.gov.za/>

#### 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.: MNQ/SCM/103/21-22**

**PROJECT NAME: DESIGN, PRINTING, DELIVERY AND INSTALLATION OF OUTDOOR POSTERS.**

On the **back of the envelope** with:

- Company Name and Address

#### 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, 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](http://www.mnquma.gov.za)

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

- CK/ Company registration, Certified ID Copies not later than 3 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**