



MNQUMA LOCAL MUNICIPALITY
SUPPLY CHAIN
MANAGEMENT UNIT

2023 -01- 11

Received By: F. DANDALA

Signature: [Signature]

BID NOTICE

PROJECT DESCRIPTION

Mnquma Local Municipality hereby invites bids from all prospective, accredited and qualifying service providers

BID NO.	Description	Evaluation Criteria	Closing Date
SCM/MLM/48/22-23	Supply and Delivery of Attendance register and Leave Book.	80/20	Date: 19/01/2023 Time 12:00

Enquiries: Mr. S Madubela at 047 050 1122 email: smadubela@mnquma.gov.za (Manager, HR) and Supply Chain Management: NP Mnini at (047) 050 1150 email: nmnini@mnquma.gov.za (manager SCM).

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

Stage 1: 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

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 one Month)
- Only original tender documents printed one sided will be accepted
- Fully completed and signed Tender Forms i.e. Form of offer, all returnable MBDSs (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 www.mnquma.gov.za

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 must 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 maybe 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:

- CK/ Company Registration, Certified ID copies not older than 06 months

www.mnquma.gov.za and eTender portal
<https://entender.gov.za/>

TENDER SUBMISSION AND OPENING

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

Tenders should be sealed, endorsed on the
envelope with:

BID NO.:

PROJECT NAME:

On the **back of the envelope** with:
Company Name, Address, Contact Person and
Contact Number

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

- CK/ Company Registration, Certified ID copies not older than 06 months
- Central Supplier Database (CSD) Master Registration Number or 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 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.

S Mahlasela
Municipal Manager