

	BITOU MUNICIPALITY			
	TENDER NOTICE AND INVITATION TO TENDER			
	ADVERTISED ON:	MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE; NATIONAL TREASURY e-TENDER		
	NOTICE NO:	11/2023	TENDER NO:	SCM/2023/71/FIN
Tenders are hereby invited for:	Supply & Delivery of Multi-Function Office Paper			
PUBLISHED DATE:	13 January 2023	CLOSING DATE:	27 January 2023	
CLOSING TIME	No later than 12H00 . Tenders will be opened immediately thereafter, in public at the Bitou Municipality, Supply Chain Management, Shop 59, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay			
AVAILABILITY OF TENDER DOCUMENTS:				
Tender Documents will be available electronically at no charge from the following email address: scmtenders@plett.gov.za				
Printed copies of the Tender Documents will be available as from 07h30 and thereafter, on weekdays from 07h30 until 16h30, at Bitou Municipality: Supply Chain Management, Shop 59, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay, at a non-refundable fee, payable to a cashier at Bitou Municipality, Shop 54, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay.		The fee may also be transferred via EFT (Bitou Municipality, Current Account – 372884709, Standard Bank, Plettenberg Bay, Branch Code - 050714). Proof of payment will be required upon collection of Tender documents. Tender Number to be used as payment reference with name of payee.		
Date Available:	13 January 2023	Non-refundable Fee:	R100.00	
TENDER SUBMISSION RULES:				
<ol style="list-style-type: none">1. Tenders are to be completed in accordance with the conditions and Tender rules contained in the Tender document.2. 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. Tender Documents must be deposited in the Tender Box, at the Supply Chain Management, Bitou Municipality, Shop 59, 2nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay. The dimensions of the slot of the quotation box is: 5 cm x 30 cm and submissions may not exceed the thickness per envelope.4. Tenders may only be submitted on the Tender documentation issued by the Municipality.5. 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. 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 Supply Chain Management Policy as well as the Preferential Procurement Policy		Tenderers may claim preference points in terms of the 80/20 principle per their B-BBEE status level of contribution		
Preferential Procurement Policy Local Procurement		Not applicable		
CIDB Registration Required		None		
Site Meeting/Information Session		None	Validity Period	90 Days
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE TENDERING PROCEDURE MAY BE DIRECTED TO:		
Division:	SCM STORES	Section:	Supply Chain Management	
Contact Person:	Mrs. Z Xabendlini	Contact Person:	Ms. A Mqikwa	
Tel:	e-mail Enquiries Only	Tel:	e-mail Enquiries Only	
E-mail:	zmapuma@plett.gov.za	E-mail:	scmtenders@plett.gov.za	