

## MOSSEL BAY MUNICIPALITY

### INVITATION TO TENDER

**CLOSING TIME: 12h00**

**CLOSING DATE: 24 NOVEMBER 2023**

#### **TDR43/2023/2024: APPOINTMENT OF A CONTRACTOR FOR THE GRASS CUTTING AND GROUND MAINTENANCE AT SELECTED MUNICIPAL CEMETRIES AND FACILITIES IN THE MOSSEL BAY MUNICIPAL AREA**

Tenders are hereby invited from contractors for the grass cutting and ground maintenance at selected Municipal Cemeteries and Facilities in the Mossel Bay Municipal Area for the period 01 April 2023 to 30 June 2026.

Tenders must be submitted on the original documents and remain valid for one hundred and twenty (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr Francois Nieuwoudt at telephone (044) 606-5146 or e-mail at [fnieuwoudt@mosselbay.gov.za](mailto:fnieuwoudt@mosselbay.gov.za). Enquiries pertaining to the completion of the documents can be addressed to Mr Deslin Kohler at telephone (044) 606-5192 or e-mail to [dkohler@mosselbay.gov.za](mailto:dkohler@mosselbay.gov.za).

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from **Mr Deslin Kohler** who may be contacted at telephone (044) 606-5192 or e-mail at [dkohler@mosselbay.gov.za](mailto:dkohler@mosselbay.gov.za) **OR** it can be obtained on our website at [www.mosselbay.gov.za](http://www.mosselbay.gov.za) free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** or EFT (Banking details and Reference Nr can be obtained from [esnyders@mosselbay.gov.za](mailto:esnyders@mosselbay.gov.za)), prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

A **compulsory information meeting** will take place at 11h00 on Tuesday, 7 November 2023 at the Mossel Bay Town Hall, 101 Marsh Street.

**ALL BIDDERS, including ALL THE PARTNERS OF A JOINT VENTURE MUST ATTEND THIS COMPULSORY INFORMATION MEETING.**

**BIDDERS (including all partners of a Joint Venture) WHO DID NOT ATTEND THE INFORMATION MEETING AND SUBMIT A BID, WILL BE SEEN AS SUBMITTING A NON-RESPONSIVE BID.**

**Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory information meeting as the Special conditions of contract and specifications will be discussed. It remains the Bidder's responsibility to familiarise themselves with and fully understand the tender specifications to be able to submit a responsive tender.**

Prospective bidders that arrive 15 minutes or more after the advertised time the meeting started will not be allowed to attend the meeting or to sign the attendance register. If a prospective bidder is delayed, he/she must inform the contact person before the meeting commence and he/she will only be allowed to attend the meeting if the chairperson of the meeting, as well as all the other bidders attending the meeting, give permission to do so.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 24 November 2023** or be posted to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Bids will be pre-evaluated on the following functionality criteria and bids that score less than 45 out of 60 points will be considered as non-responsive:

Functionality criteria and weight:

1. Company (or JV) Experience (**Grass Cutting/Deforestation/Alien vegetation control**) carrying a weight of 30 points.
2. References Related **Grass Cutting/Deforestation/Alien vegetation control** carrying a weight of 15 points.
3. Vehicle carrying a weight of 15 points.

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on this Database.

**MR C PUREN**  
**MUNICIPAL MANAGER**