

## MOSSEL BAY MUNICIPALITY

### INVITATION TO TENDER

**CLOSING TIME: 12:00**

**CLOSING DATE: 9 DECEMBER 2022**

#### **TDR356/2022/2023: HERBERTSDALE DEFORESTATION PROJECT**

Tenders are hereby invited from prospective service providers for the Herbertsdale Deforestation Project for the period ending 30 June 2024.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr. Setchmor Rhoades at telephone (044) 606-5000 or e-mail to [srhoades@mosselbay.gov.za](mailto:srhoades@mosselbay.gov.za). Enquiries pertaining to the completion of the documents can be addressed to Ms Nicole Saunders at telephone (044) 606-5194 or e-mail to [nsaunders@mosselbay.gov.za](mailto:nsaunders@mosselbay.gov.za).

A set of tender documents can be obtained at a non-refundable cost of R264 per set from Ms Nicole Saunders who may be contacted at telephone (044) 606-5194 or e-mail to [nsaunders@mosselbay.gov.za](mailto:nsaunders@mosselbay.gov.za) **OR** it can be obtained on our website at [www.mosselbay.gov.za/procurement/tenders-available](http://www.mosselbay.gov.za/procurement/tenders-available) free of charge. Payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** prior to collecting the tender document and proof of payment must be submitted when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

**A compulsory site and information meeting will take place at 11h00 on Wednesday, 16 November 2022 at Herbertsdale Library, 8 Main Road, Herbertsdale.**

**PLEASE ENSURE THAT ALL PARTNERS OF A JOINT VENTURE ATTEND THIS COMPULSORY MEETING. FAILURE TO ATTEND THE MEETING WILL RESULT IN THE BID BEING NON-RESPONSIVE.**

**Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory site meeting as the Scope of Works, the Design and the Tender Specifications will be discussed in detail along with the Execution phase expectations and possible amendments. 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 (fifteen) 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 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, 9 December 2022** or be mailed 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.

The tender is subject to functionality criteria.

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. References related to similar experience carrying a weight of 15 points.
2. Vehicle carrying a weight of 15 points.
3. Locality carrying a weight of 30 points.

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points system as prescribed by the Preferential Procurement Regulations, 2017.

Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 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 the Database.

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