

# DANNHAUSER LOCAL MUNICIPALITY (KZN - 254)

KWAZULU - NATAL

8 Church Street  
Private bag X1011  
Dannhauser  
3080



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## INVITATION TO TENDER TENDER NO: 20/09/2022

### DESCRIPTION: APPOINTMENT OF PANEL TO SUPPLY AND DELIVER STATIONARY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS

Bids are hereby invited from experienced service providers for **APPOINTMENT OF PANEL TO SUPPLY AND DELIVER STATIONARY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS**:

**A NON-REFUNDABLE BID** document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – **FNB**, Account Holder - **Dannhauser Municipality**, Account No. **62369194106**, Branch code - **270324** and Account type – **Cheque** and documents will be available from **19/09/2022**.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

**In terms of section 13 of the municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.**

#### Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Capacity to undertake work within stipulated time frame
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders 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.

## **EVALUATION CRITERIA**

Criterion	Guidelines	Weighting	Verification
<b>Work Experience</b> Number of successfully completed similar projects with traceable references: similar type and value	Above 4 Projects (40 points) 4 Projects (30 points) 3 Projects (20 points) 2 Projects (10 points) 1 Project (5 points)	40	Bidders must attach reference letters of projects executed or currently executing
<b>Ownership or Partnership</b> <ul style="list-style-type: none"><li>➤ Owning Shop or warehouse of stationery</li><li>➤ Partnership with the warehouse of stationery or factory</li></ul>	Ownership (30 points) Partnership (20 points)	30	Bidders to attach proof of ownership or partnership franchise agreement
<b>Key Personnel</b> <ul style="list-style-type: none"><li>➤ He or She must possess 3 years' experience and above to qualify for full points.</li></ul>	<b>Salesperson experience</b> 3 or more years (10 points) 1 - 2 years (5 points)	10	CV for salesperson to be submitted
<b>Transportation</b> <ul style="list-style-type: none"><li>➤ 2 ton Truck or bakkie</li></ul>	Own transport (20 points) Leased transport (10 points)	20	Attach proof of ownership or lease agreement signed by both parties
Total		100	

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is **70 points**.

Tenders must be submitted in a sealed envelope; clearly marked "**TENDER NO: 20/09/2022 APPOINTMENT OF PANEL TO SUPPLY AND DELIVER STATIONARY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS**" and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Tenders should be received no later than **12H00 on 11 October 2022**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Technical enquiries may be directed to Mr MV Ntanzu, Director Corporate Services, e-mail: [mlungisn@danhauser.gov.za](mailto:mlungisn@danhauser.gov.za) at 08 Church Street or telephonically on 034- 621 2666 Ext. 0703 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

**MUNICIPAL MANAGER**  
**MR S CELE**