



PROJECT DESCRIPTION

Mnquma Local Municipality hereby invites bids from all prospective accredited and qualifying service provider for the hereunder project:

BID NO.	Description	Evaluation Criteria	Closing Date
SCM/MLM/38/22-23	Supply And Delivery of Two Laptops and three laptop bags	80/20	Date: 13/12/2021 Time: 12:00

All enquiries must be directed to the following email addresses:

Enquiries: Mr. Msimelelo Best (Manager: ICT) at 047 050 1134/073 059 4587 email: mbest@mnquma.gov.za and Ms. Nontathu Mnini (Manager: SCM) at (047) 050 1150/082 457 9945 email: nmnini@mnquma.gov.za

Evaluation Criteria: The evaluation will be conducted in three (02) stages namely:

Stage 1: “Administrative compliance”

Bidders that do not meet the **Administrative 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 stipulated minimum threshold for local production and content.

- Only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold of 100% for Textiles, Clothing, Leather and Footwear for local production and content will be considered.
- The exchange rate to be used for calculation of local production and content must be the exchange rate published South African Reserve Bank (SARB) 12H00 on the date of the advertisement of the bid; and
- Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.
- Only bids that achieve the minimum stipulated threshold for local production and content may be evaluated further.

The stipulated minimum threshold percentages for local production and content for the sector is 100%.

Stage 3: 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 the original tender document, printed one (01) sided will be accepted.
- Fully Completed Tender Forms i.e. Form of Offer, all returnable MBDs (MBD1-9) –Part of the tender document. Return all returnable documents to the employer after completing them in their entirety by writing legibly in non – erasable ink.

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 is 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 may be subjected to price negotiation with the preferred tenderers.

- In the case of partnerships/consortiums/ joint venture agreement, signed agreement must be submitted with the tender document and
- All parties/partners to the partnership/ consortium/joint venture agreement must be registered on the Central Supplier Database

For local production content:

- *Declaration Certificate for Local Production and Content (MBD 6.2) together with the Annex C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid;*
- *The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy; and*
- *Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)] are accessible to all potential bidders on the dti's official website <http://www.thedti.gov.za> 'industrial development/ip.jsp at no cost.*

OBTAINING OF TENDER DOCUMENTS:

Tender documents for this project can be obtained at Mngquma Local Municipality website www.mnquma.gov.za and eTender portal <https://entender.gov.za/>

•

OBTAINING OF TENDER DOCUMENTS:

Tender documents for this project are downloadable at the municipal website: www.mnquma.gov.za and on eTender portal: <https://etenders.treasury.gov.za>

TENDER SUBMISSION AND OPENING

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

Bids must be sealed, endorsed on the envelop with:

- **BID NO. : SCM/MLM/38/22-23**
- **PROJECT NAME: SUPPLY AND DELIVERY OF TWO LAPTOPS THREE LAPTOP BAGS**

On the **back of the envelope** with:

- Company Name, Address, Contact Person and Contact Details

- 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 with:

- CK/ Company registration, Certified ID Copies not older than 6 months
- 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 any other municipality or municipal entity for rates, taxes and/or municipal service charges which are in arrear for a period 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 Mngquma Local Municipality (MLM) jurisdiction will be verified with MLM Revenue Section

S. Mahlasela
MUNICIPAL MANAGER