

MATZIKAMA MUNICIPALITY | UMASIPALA | MUNISIPALITEIT

Posbus/PO Box 98, Kerkstraat 37 Church Street, Vredendal, 8160
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 🌐 www.matzikamamunicipality.co.za

**TENDER NOTICE AND INVITATION TO BID**

	NOTICE NO:	K36/2021-2022	DEPARTMENT	FINANCE DEPARTMENT
ADVERTISED IN	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, DIE BURGER, E-PORTAL			
BID NO:	T19:2021/2022		PUBLISHED DATE:	20 May 2022
Bids are hereby invited for (Tender Description)	DESIGN, PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR A THREE (3) YEAR PERIOD			
Closing Time and Date	No later than 12H00		On the Date	21 June 2022
Bids will be opened immediately thereafter, in public at the Council Chambers of Matzikama Municipality, 37 Church Street, Vredendal.				

AVAILABILITY OF BID DOCUMENTS

Printed copies of the Tender Documents will be available weekdays from 08h00 until 17h00, at Matzikama Municipality: Supply Chain Management Unit, 37 Church Street, Vredendal at a non-refundable fee, payable to a cashier at Matzikama Municipality at the aforementioned address. The fee may also be transferred via EFT (**Matzikama Municipality, Current Account – 082451885 Standard Bank, Vredendal, Branch Code - 051001**). Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee.

Date Available	20 May 2022	Non-refundable Documentation Fee:	R150
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BID RULES

- Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the Supply Chain Management Unit, Matzikama Municipality, 37 Church Street, Vredendal. No late, faxed or emailed tenders/formal quotations will be accepted
- Bids may only be submitted on the bid documentation issued by the Municipality.
- The Matzikama 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.
- Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Online registration to be completed on the CSD registration platform, website <https://secure.csd.gov.za>.

Tenders shall be evaluated in terms of the Matzikama Municipality Supply Chain Management Policy and the Preferential Procurement Regulations, 2017.

Bidders may claim preference points in terms of their B-BBEE status level of contribution.

Preferential Procurement Point System Applicable	80/20	Local Content Requirement	No
Site Meeting/Information Session	None	Validity Period	90 days
TECHNICAL ENQUIRIES MAY BE DIRECTED TO Mr Arina Cilliers arinac@matzikama.gov.za		BIDDING PROCEDURE REQUIREMENTS MAY BE DIRECTED TO: Mrs A Lott – antheal@matzikama.gov.za Mr G Farmer – scm1@matzikama.gov.za	
Section	FINANCE DEPARTMENT	Section	SUPPLY CHAIN MANAGEMENT
Contact Person	Mrs Arina Cilliers	Contact Person	Mrs Heleen Meyer
Tel:	E-mail Enquiries Only	Tel:	E-mail Enquiries Only
E-mail	carinac@matzikama.gov.za	E-mail	heleenm@matzikama.gov.za

Authorised by:

MR GRJ SEAS
MUNICIPAL MANAGER