



BID NOTICE: 102 / 2021-2022T

Provision of Secretariat Support to the Senqu Council

Senqu Local Municipality hereby invites suitable service providers to bid for the below tender

Bid Number	Project Description	Closing Date and Time	Evaluation criteria
102/2021-2022T	Provision of Secretariat Support to the Senqu Council	Date: 29 October 2021 Time: 12:00 Telkom Time	80/20 Preference Point System

Please note that this is an advert and details of the tender are in the bid document on the website <http://www.senqu.gov.za>.

Completed tender documents must be in a sealed envelope endorsed with the name, **(Provision of Secretariat Support to the Senqu Council)– Bid Notice:102/2021-2022T** and must be deposited in the Tender/Bid Box at the Senqu Municipal Offices, 19 Murray Street, Lady Grey not later than **12:00, 29 October 2021** when bids will be opened in public.

All enquiries should be addresses to **Mrs M. Theron** at 051 603 1300//1390 or maryanne@senqu.gov.za

EVALUATION & ADJUDICATION CRITERIA

For eligibility, the following criteria will be applicable and the maximum value of each criterion is indicated as below. Only bidders who meet the minimum points of 70 will be evaluated further. **Functionality: 100 points, Minimum qualifying points will be 70 for further evaluation.**

Eligibility/Functionality Criteria

CRITERIA	SCORE
Experience in the provision of secretariat support to Municipal Councils, Municipal Entities or Boards of State-Owned Enterprises:	40
Staff expertise in respect of the Professionals who will be assigned to this project. Bidders are required to submit certified copies of their certificates as proof.	40
Positive reference	20
TOTAL POINTS	100

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- The bid must be pur bound with own documents and all SCM documents and bid advertisement. Bid documents must remain **INTACT**. Bids may only be submitted on the bid documentation provided by the Municipality
- The bid must be bound with the bidding checklist as the first page of the document with the completed page numbers.

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- Municipal MBD Documents, All Compulsory and Supplementary Documentation as requested in this advert and bidders' own submissions must be properly bound and be submitted intact to the municipality
- Bid documents must be numbered and signed by bidders
- Bid documents may not be tampered with by bidders.

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PROVISION OF SECRETARIAT SUPPORT TO THE SENQU COUNCIL.

- Prices must be valid for a minimum period of 120 days and include VAT.
- Any false declaration made by a bidder will be treated in accordance with guiding legislation and will be reported to appropriate authorities for further investigation.

COMPULSORY DOCUMENTS (failure to complete, submit or not signing where indicated, of any of the compulsory documents will result in disqualification)

- Service Providers full name, identification number or company or other registration number
- Valid tax compliance status PIN or SARS Tax Clearance Certificate.
- The municipal rates and taxes or municipal charges owed by the bidding company and all of its directors appearing on the bid document or equivalent document, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter from the Ward Councillor when the bidder operates and resides in an area where there are no municipal services.
- CSD Certificate
- Submission of a certified B-BBEE Verification Certificate or original Sworn affidavit in the case of an EME and QSE
- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE status Verification Certificate with the tender.
- A trust, consortium or joint venture must obtain and submit each companies Tax Clearance Certificate or a tax compliance status PIN with the tender.

SUPPLEMENTARY INFORMATION

- The successful bidder will be required to register on the Senqu Municipality data base.
- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Bidder to ensure that bids sent via courier are placed in the Tender/Bid Box by the advertised date and time.
- The successful bidder will be requested in certain circumstances to be requested to enter into a Service Level Agreement.
- Bids which are late, incomplete or unsigned will not be accepted for evaluation.
- All disputes, objections, complaints and queries will be settled as per paragraph 56 of the Senqu Municipal Supply Chain Policy through mutual consultation, mediation (with or without legal representation) or when unsuccessful through a South African court of law.

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MM Yawa
Municipal Manager
08 October 2021