



## **BID NOTICE AND INVITATION TO BID**

**BID NO: NLM/ ES/SDS/2018/2019**

### **SUPPLY AND DELIVERY OF STATIONERY TO THE MUNICIPALITY.**

Ntabankulu Local Municipality is calling upon competent and experienced Service Providers with a proven track record to bid for **Supply and Delivery of Stationery** for a period of twelve (12) months.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays . Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R400.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

A compulsory briefing meeting has been scheduled for **27 March 2019 at 11H00 in the Ntabankulu Municipal Main Boardroom.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **“SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF TWELVE (12) MONTHS BID NO NLM/ ES/SDS/2018/2019 .”** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 10 April 2019**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Tax clearance certificate and SARS Pin number certificate
- Entity registration documents (CK.CIPC document).
- Certified identity Document copy for the entity owners.
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Proposed delivery period
- Appointment letters and proof of project completion/progress report from two traceable references
- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at **<https://secured.csd.gov.za>**. Non registration will be regarded as non-responsive and be disqualified from the bid.

Failure to submit the mandatory document will deem the tender non responsive and it will not be evaluated further.

**Functionality will be evaluated based on experience, capacity and expertise and bidders who do not meet a minimum functionality assessment of 70% will be considered non responsive and not evaluated further.**

<b>Area of evaluation</b>	<b>Points allocated</b>
Business entity establishment (Company profile with clear business address, contact person and contact details).	15 points
Relevant entity experience <ul style="list-style-type: none"> <li>- Four Traceable references = 25 points</li> <li>- Two Traceable references = 10 points</li> <li>- One traceable references = 05 points</li> </ul>	25 points
Comprehensive methodology with a proposed delivery period (Detailed turnaround time from order to delivery)	20 points
Confirmation letter from supplier/manufacturer attaching the South African Bureau Standards certificate of approval/quality of the goods to be supplied	40 points
	<b>100 points</b>

The primary criterion in selection will be cost and BBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to **V. Sifika** at **039 258 2400/ 071 852 3877** and **vjsifika@yahoo.com** or **X.N. Venn** at **071 273 8746/ 039 258 0314** and **vennx@ntabankulu.gov.za** during office hours i.e. between 08h00 and 16h30.

**Issued by: L. Nonyongo -Municipal Manager**