



BID NOTICE AND INVITATION TO BID
BID NO : NLM/SDMP/2019/2020

SUPPLY, DELIVERY AND MAINTENANCE OF PRINTING EQUIPMENT

Ntabankulu Local Municipality is calling for proposals from competent and experienced Service Providers with a proven track record for the **supply, delivery and maintenance of printing equipment to the municipality on a lease basis for a period of 36 months.** The minimum specifications are detailed in the Bid document.

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 **R191** 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 the **16th of August 2019 at 10:00 at 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, DELIVERY AND MAINTENANCE OF PRINTING EQUIPMENT: BID NO: NLM/SDMP/2019/2020** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 26 August 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:

- Valid SARS Tax compliance certificate and SARS compliance pin
- Proof of company registration as follows:
 - Natural persons- certified copy of ID document/ passport
 - Partnership- copy of Partnership Agreement plus IDs of all partners
 - Company- current CM29
 - Close Corporation- current copy of CK1 and/or CK2C
- Certified ID copies for the entity owners
- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder.
- Valid original or certified copy of BBBEE Verification Certificate or Sworn Affidavit to claim Preferential points (Failure to submit documents will result to loss of points)

- 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.

NB. It is a requirement that all bidders must submit all the above documents.

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionally assessment of 70 points will be considered non-responsive and will not be evaluated further.

FUNCTIONALITY CRITERIA	AREA OF EVALUATION	MAXIMUM POINTS
Traceable References	<p>Project Capability and Related Experience</p> <p>Bidders shall provide traceable references in the form of signed appointment letters or testimonials on letter head of companies that received services for similar projects undertaken in the past 4 years, and must have contact details.</p> <p>A minimum of 3 letters to be attached.</p> <ul style="list-style-type: none"> • 3 appointment letters and above = 25 points • 2 appointment letters = 10 points • 1 appointment letter = 5 points 	25 Points
Proposed delivery period	<p>Equipment :-</p> <ul style="list-style-type: none"> • Indicate your capability to deliver correct goods to Ntabankulu Local Municipality (Quality Assurance) (confirmation letter from supplier/manufacturer attaching the South African Bureau Standards certificate of approval/quality of the goods to be supplied (15 points) • How will goods be delivered to Ntabankulu local Municipality sites (Delivery of Equipment) (15 points) <p>Communication management:-</p> <ul style="list-style-type: none"> • Indicate how your company will communicate with the Municipality from the date of order to the date of delivery; clear contact details of the company/person responsible for the project (telephone, e-mail address, fax (optional), address of the company (physical and postal address) (25 points) 	55 Points
	Detailed Turnaround Time (Indicate days from order to delivery date) (20 points)	20 Points
	TOTAL POINTS	100 POINTS

The primary criteria in selection will be cost and BBBEE 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 BBBEE 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 071 852 3877/039 258 2400 or vjncomo@yahoo.com or Mr. N. Dinwayo at ndinwayo@yahoo.com or 039 258 0314 during office hours i.e. between 08h00 and 16h30.

Requested by



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N. Mdutyana
Bid Specification Chairperson

Recommended by



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X.N.Venn
CFO

Approved by



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L. Nonyongo
Municipal Manager