



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

SUPPLY, DELIVERY, ON SITE TESTING AND SERVICING OF ONE (1) TWO-HEADER INDUSTRIAL EMBROIDERY MACHINE AND SERVICING OF THREE (3) EXISTING MACHINES

Ntabankulu Local Municipality is calling for proposals from competent and experienced Service Providers with a proven track record for the **supply, delivery, on site testing and servicing of one (1) two-header industrial embroidery machine and servicing of three (3) existing machines**

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices, Finance Main Office, 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 **R190.80** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

A compulsory briefing session has been scheduled for the **10th of February 2020 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, ON SITE TESTING AND SERVICING OF ONE (1) TWO-HEADER INDUSTRIAL EMBROIDERY MACHINE AND SERVICING OF THREE (3) EXISTING MACHINES BID NO: NLM/ SDTSTHIMEM/2019/2020** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 26 February 2020**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date for 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
- Certified ID copies for the entity owners.
- Valid original or certified copy of BBBEE Verification Certificate or Sworn Affidavit to claim Preferential points
- Proposed delivery period

- Appointment letters and proof of project completion/progress report from 2 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.

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.

Area of evaluation	Points allocated
Business entity establishment (Company profile with clear business address and contact details)	20 points
Relevant entity experience (mechanical understanding of industrial sewing machines) <ul style="list-style-type: none"> • Four Traceable references = 20 points • Two Traceable references = 15 points • Less than two traceable references = 05 points 	20 points
Comprehensive methodology with a proposed delivery programme	20 points
Provision of training to 05 users of machines	10 points
Detailed existing machinery service plan (following are the machine models to be serviced) <ol style="list-style-type: none"> 1. Over locker machinery model name is Saito DF757F, Mfg. No 01222094, 2. Embroidery machinery brand name(Tajima) 3. Straight machine (20u33 ZIG-ZAG sewing machine) 	10 points
Provision of 1 year warranty of the supplied machinery	20 points
	100 points

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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 **N. Ndlaku** at **071 613 8996** or **strategicntabankulu@gmail.com** or **Mr. O. Mdudi** at **scmmanagerntabankulu@gmail.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

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