



BID NOTICE AND INVITATION TO BID
BID NO: NLM/CS/SDS/2020/2021

SUPPLY AND DELIVERY OF STATIONERY

Ntabankulu Local Municipality is calling upon proposals from a panel of three experienced providers to bid for the **supply and delivery of Stationery to the municipality for a period of twenty-four (24) months.**

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** . A non-refundable cash payment of **R200.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document. EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250
- **Brach Code:** 250035
- **Reference:** SDS & Company Name

A compulsory briefing meeting has been scheduled for the **19th of April 2021 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 AND DELIVERY OF STATIONERY: BID NO: NLM/CS/SDS/2020/2021** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 30th of April 2021**, 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 Tax SARS compliance pin
- Proof of company registration
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Company profile with all completed projects, CV's of Employees

- 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 and 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>. Nonregistration 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	SUB-CRITERIA	MAXIMUM POINTS
Traceable References	<p>Project Capability and Related Experience Bidders shall provide traceable references such as signed appointment letters or testimonials on letter head of companies that received services for similar projects undertaken in the past 3 years and must have contact details. A minimum of 3 letters to be attached.</p> <p>3 Reference letters and above = 25 points 2 Reference letters = 10 points 1 Reference letters = 5 points</p>	25 Points
Methodology for Delivery	<p>- 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 (25 points)</p> <p>- How will goods be delivered to Ntabankulu local Municipality sites (Delivery Equipment/machinery) (15 points)</p> <p>-Communication management -Indicate how your company will communicate with the Municipality from order date to delivery date- clear contact details of the company, consultant/person responsible for this project (telephone, e-mail address, fax (optional), address of the company (physical and postal address) (15 points)</p>	55 Points
Turnaround time	Detailed Turnaround Plan (indicate days from order to delivery) (20)	20 Points
	TOTAL 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 **Ms S. Ntla** at **063 681 6825/039 258 2422** or **corporateservicesnlm@gmail.com** or **Mr O. Mdudi** at **mdudio@ntabankulu.gov.za** or **082 786 0772/039 258 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



.....
L. Nonyongo
 Municipal Manager