

# MTHONJANENI MUNICIPALITY

Tender Reference: M1007 – 2016/17

## Invitation of Proposals for the Provision of an Animal Pound

Mthonjaneni Municipality hereby invites proposals from interested parties for the provision of a service of a pound in terms of the Kwazulu-Natal Pound Act, (Act No.03 of 2006) and Section 110 of the MFMA Act 56 of 2003, read with clause 12d (i) of the Mthonjaneni SCM Policy to submit Proposals.

Proposals shall comply with all conditions as reflected in the Kwazulu-Natal Pound Act No.03 of 2006 and subsequent regulations and amendments to the Act.

Tender documents can be obtained from the SCM Department at Mthonjaneni Municipality's Main office, 21 Reinhold street Melmoth, prior to the compulsory site meeting , during office hours (08h00 – 12h30 and 13h00 – 15h15 Monday to Thursdays and Fridays 08h00 – 12h30 and 13h00 – 13h30 only. Documents will be available as from 14 September 2016 at the SCM Unit. A non- refundable cash deposit of R 403.00 (Four Hundred and Three Rand) must be paid in advance, to the cashier in the cashier's hall. No documents will be issued, unless the tenderer pays the deposit.

Prospective Tenderers must ensure that they are at the compulsory briefing session at the stipulated time, this meeting will be held on 19 September 2016 at 10h00 Tenderers will be met at the main entrance / reception area of the above municipality's Main Office. Prospective tenderers that do not attend the meeting will be disqualified. It is required that competent person(s) attend(s) this meeting.

It will be the service provider's responsibility to check the documents on receipt for completeness and to notify the employer of any discrepancies or omissions. **It is the tenderer's responsibility to provide all the data and information requested in the form required, since failure to do so may be regarded by the employer as a non- responsive tender.** Submissions may only be done on documentation supplied by the Mthonjaneni Municipality

**Completed tender documents, clearly printed with the tender number on the front of an envelope,** must be deposited in the Tender Box of Mthonjaneni Municipality, on or before 13 October 2016 at 11h00. Tenders will be opened immediately after the closing date and time of the bid in public.

All bids submitted shall be valid for 90 days after the closing date.

Registration on the Council's Database is encouraged prior to the submission or closing of the tender. Registration forms are available at the Mthonjaneni Municipality's website ([www.mthonjaneni.org.za](http://www.mthonjaneni.org.za)) or can be collected at our SCM Unit. It is the responsibility of the Service Provider to ensure that the registration documents are received by the SCM

Any tender submitted by a person(s) who is in the service of the State or if that person(s) is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the State or who is an advisor or a consultant contracted with the Municipality, shall not be considered in terms of Regulation 44 of the Municipal Supply Chain Regulations.

This tender will be evaluated on the 80 / 20 principle of the PPPF Act. 2000 (Act no. 5 of 2000). Should you wish to claim any preference points please ensure to submit a certified copy of your BBBEE level status verification certificate or a Completed Declaration as required by the Amended Codes of BBBEE with the tender document

This tender will be evaluated on functionality criteria and the Tenderer must include the following information:

- Full details of pound which must include a layout plan giving dimensions .
- Full details and description of the property where the pound will be established and must include a location map/plan.
- Animal care provision must be clearly stated.
- Examples of registers to be kept as stated in the Kwazulu-Natal Pound Act No.03 of 2006 and details of financial controls.
- Full details of the all pound tariffs and other related charges.
- All details relating to the operation of the pound and transportation arrangements.

All writing will be in the English Language. **Facsimile, electronic and late bids will not be accepted.** Mthonjaneni Municipality will not accept any responsibility for the delivering of bids by courier services or any other means that are not placed in the Tender Box, on or before the closing date and time of tender. The employer shall not take any responsibility for non-receipt of communications from a tenderer

The Bid Adjudication Committee reserves the right not to accept the lowest or any tender. Canvassing in the gift of Council is strictly prohibited and will lead to disqualification of the Tender

Enquiries	Contact Person	Telephone
Scope of Work	Mr. N. Mthonsi	0823872560
SCM Unit	Mr. B. Pienaar	0354502082 ext. 252

**Mr. P. Sibiya**  
**Acting Municipal Manager**