



## MTHONJANENI MUNICIPALITY

### Bid Notice

Tenders are hereby invited, from suitable experienced Bidders in terms of Section 110 of the MFMA Act 56 of 2003, read with clause 12d (i) of the Mthonjaneni SCM Policy to submit tenders.

<b>Project Name</b>	<b>Tender reference</b>	<b>Briefing Session</b>	<b>Closing Date &amp; Time</b>
36 Months lease of 9 / Nine Multifunctional Printers for the Mthonjaneni Municipality	M1015 – 2016/17	29 November 2016 10h00	5 December 2016
Request for Proposals for a Travel & Accommodation Agency Services for a Period of 3/Three years	M1017 – 2016/17	No Briefing Session	5 December 2016

Tender documents can be obtained from the SCM Department at Mthonjaneni Municipality's Main office, 21 Reinhold street Melmoth, 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 22 November 2016 at the SCM Unit.

Tender M1015 – 2016/17 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 or after the stipulated date and time of the briefing session.

Tender M1017 – 2016/17 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. Documents will only be available till 28 November 2016

It will be the tenderer'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 5 December 2016 at 11h00. Tenders will be opened immediately after the closing date and time of the bid in public.

Mthonjaneni Municipality will not accept any responsibility for the delivering of a Tender by a courier services or any other means that are described on or before the closing date and time of this tender.

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 Tenderer to ensure that the registration documents are received by the SCM Unit.

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 you BBBEE level status verification certificate or a completed, declaration, as required by the Amended Codes of BBBEE, with the, tender document.

Tenders will be evaluated on the following functionality criteria:

- Ref. M1015 – 2016/17 – Supply, Delivery, Installation & Training and Lease of New Multifunctional printers experience
- Completion of Tender Document
- Ref. M1017 – 2016/17 – Qualifications, Experience and Expertise of team members
- Project Methodology
- Proven Track Record
- Relevant Travel Agency Experience

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

<b>Enquiries</b>	<b>Contact Person</b>	<b>Telephone</b>
Tender M1015 – 2016 /17 IT Manager	Mr. K. G. Mbatha	0354502082 ext. 229
Tender M1017 – 2016/17 Acting CFO	Mr. S. Mbuyazi	0354502082 ext. 205
SCM Unit	Mr. B. Pienaar	0354502082 ext. 222

Mr. P.P. Sibiya  
Acting Municipal Manager