



UMZIMVUBU
LOCAL MUNICIPALITY

ADVERT DATE: 08 September 2023

Umzimvubu Local Municipality hereby invite the Service Providers for procurement of the below project.

Project Name	Contract No.	Closing Date.
Supply and Delivery of Municipal Cartridges and Toners for a Period of 2 Years	UMZ/2023-24/BTO/SCM/002	29 September 2023
Supply and Delivery of Municipal Stationery for a Period of 2 Years	UMZ/2023-24/BTO/SCM/001	29 September 2023

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BIENG DEEMED TO BE NON- RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. 20 points will be allocated to specific goals: 5 points for more than 50% youth ownership, 5 points for more than 50% female ownership and 5 points for 100% Black ownership and 5 points for Disabled individuals with a submission of Occupational Therapy assessment report or certified independent impairment ratter. The bid will be evaluated on 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 6.1, 8 and 9 and Billing clearance certificate or statement of municipal accounts, affidavit, confirmation letter with declaration that a company does not owe municipal services for more than 90 days are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at Dabula Street, KwaBhaca, Eastern Cape 5090 (30° 54' 30" S, 28° 58' 53" E) not later than 12h00 noon as per table provided above, where they will be opened in public. All tenders must be clearly marked "**Name of the project indicated above**". **The municipality will not make any award to a person or persons working for the state.**

Pre-Qualification: All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 70 points for functionality in order to be evaluated further.

CRITERIA	POINTS
Company Experience	50
Methodology	50
Total	100

Tender Documents will be available on e-tender Portal for free to be downloaded and those hard copies will be available at Municipal offices at a fee of R 455.00 to cover printing costs. All technical enquiries may be directed to Mr. L Hendrick 039 255 8553 and SCM Mr. T. Mbukushe 039 255 8555. Other enquiries regarding this Bid may be directed to the office of the Municipal Manager: Mr. GPT Nota

GPT NOTA
MUNICIPAL MANAGER