



MAPHUMULO MUNICIPALITY

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500
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10 SEPTEMBER 2018

INVITATION FOR PROPOSALS: COMPILING AND PRINTING OF 2017/18 ANNUAL REPORT. KZN294/O0001MM/2017/18

The Maphumulo Local Municipality invites proposals from qualified and experienced service providers to assist the municipality to compiling and printing 50 copies of 2017/18 Annual Report. The document will be about +- 150 pages A4 document, it must be printed in colour on a gloss paper. The full specification will be available on tender document.

Bidders must submit their proposals on the official Municipal bidding documents, which will be available at the Municipal offices, located at **P711 ROAD, LOT 152, Maphumulo** on **Friday 14 September 2018 ONLY**. A non-refundable document fee of R100.00 is payable upon collection and payment must be deposited on **ABSA Bank**, account number: **4056102866**.

Proposals in an enveloped marked "**COMPILING AND PRINTING OF 2017/18 ANNUAL REPORT**" shall be deposited into the tender box at: **Maphumulo Municipal Offices, P 711 Road, LOT 152, Maphumulo** no later than **12H00 Tuesday 18 September 2018** where they will be opened in the public. **Telegraphic, faxed or posted tenders will not be accepted**. Bidders must submit the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance certificate accompanied by a pin for further verification.
- **Certified ID(s) copies** of company director(s) (**Not older than 3 months**)
- **Certified** Copy of company registration (**Not older than 3 months**)
- **Proof of payment** for tender document
- Company municipal rates, electricity or water account **not older than 3 Months**, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Registered on Central Supplier database.

Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53

Stage 1

Evaluation of functionality in terms of MFMA Circular 53. Only the service providers who achieve a minimum of 60% or 60 points of the total points will qualify for stage two of the Evaluation process.

The points for stage one will be allocated as follows:

FUNCTIONALITY	POINTS
Proven Track Record	30
Methodology	30
Local Economic Development	10
Lead Time	10
Availability of Resources	20
Total	100

Stage2:

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

Enquiries relating to this tender must be directed to **Mr. Velani Dube on 032 481 44546** during office hours (7:30 - 16:00) weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.



PN MHLONGO
MUNICIPAL MANAGER