

MAPHUMULO LOCAL MUNICIPALITY
 Private bag x 9205
 Maphumulo
 4470

MUNICIPALITY PROFILE
 Tel: 032 481 4500
 Fax: 032 481 2053
 Website: www.maphumulo.gov.za

INVITATION TO QOUTE: PRINTING OF MUNICIPAL DIARIES AND CALENDERS
BID NO: KZN294/CAL&DIA/2019/20

The Maphumulo Local Municipality invites proposals from qualified and experienced service providers to provide the municipality with a service to print Diaries and calendars for the year 2020. The full specification and quantities 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 **MR 711, LOT 152, Maphumulo** on Wednesday **04 December 2019 ONLY**. The cut-off dates of purchasing will be 04 December 2019 at 16:00. A non-refundable amount of R200.00 per tender document deposited in ABSA Bank ACC No: **4056102866**. No cash will be accepted.

Completed tender documents must be in a sealed envelope clearly marked **“PRINTING OF DIARIES AND CALENDERS FOR THE YEAR 2020”** and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00 on Tuesday 10 December 2019**. Documents will be opened in public. **Telegraphic, faxed, Emailed or posted tenders will not be accepted**. Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance 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 45 points of the total points will qualify for stage two of the Evaluation process.

The points for stage two will be allocated as follows:

FUNCTIONALITY	POINTS
Proven Track Record	20
Financial Viability	15
Lead Time	20
Availability of Resources	20
Total	75

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.

All Technical enquiries relating to this tender must be directed to **Mr. M Ngcobo Tel. Number: 032 481 4500 or emailed to: mfanafuthi@maphumulo.gov.za** and **SCM related enquiries must be directed to Mr. Velani Dube on 032 481 4546 or velani@maphumulo.gov.za** 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.



Mr. PN MHLONGO
MUNICIPAL MANAGER