



BID NOTICE: 187 / 2020-2021T

Printing of the IDP & Annual Report for three (3) years

Senqu Municipality hereby invites bids from all prospective, accredited and qualifying bidders for the hereunder bid:

Closing Date and Time	Compulsory Briefing Session/ Site Inspection	CIDB Grading	Evaluation criteria
Date: 9 th November 2020 Time: 12:00 Telkom Time	N/A	N/A	80/20 Preference Point System

The minimum specifications are detailed in the bid document on the website <http://www.senqu.gov.za>.

Completed tender documents must be in a sealed envelope endorsed with the name, **(Printing of the IDP & Annual Report for three (3) years) – Bid Notice:187/2020-2021T:** and must be deposited in the Tender/Bid Box at the Senqu Municipal Offices, 19 Murray Street, Lady Grey not later than **12:00, 09th November 2020** when bids will be opened in public.

Enquiries should be addressed to: Senqu Municipality: **Ms B. Viedge** Telephone: **051 603 1420** Email: viedgeb@senqu.gov.za

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- The bid must be pur bound with own documents and all SCM documents and bid advertisement. Bid documents must remain **INTACT**. Bids may only be submitted on the bid documentation provided by the Municipality
- The bid must be bound with the bidding checklist as the first page of the document with the completed page numbers.

Functionality: 100 points, Minimum qualifying points will be 80 for further evaluation.

Eligibility/Functionality Criteria

Eligibility/Functionality Criteria	Points
Proof of business as printers	20
Past experience	60
Team composition	20
TOTAL	100

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- Canvassing of municipal staff or councillors will automatically disqualify any bidder.

- Municipal MBD Documents, All Compulsory and Supplementary Documentation as requested in this advert and bidders' own submissions must be properly bound and be submitted intact to the municipality
- Bid documents must be numbered and signed by bidders
- Bid documents may not be tampered with by bidders.
- Prices must be valid for a minimum period of 90 days and include VAT.
- Any false declaration made by a bidder will be treated in accordance with guiding legislation and will be reported to appropriate authorities for further investigation.

COMPULSORY DOCUMENTS (failure to complete, submit or not signing where indicated, of any of the compulsory documents will result in disqualification)

- Service Providers full name, identification number or company or other registration number
- Valid tax compliance status PIN or SARS Tax Clearance Certificate.
- The municipal rates and taxes or municipal charges owed by the bidding company or all of its directors, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter from the Ward Councillor when the bidder operates and resides in an area where there are no municipal services.
- CSD Certificate
- Submission of an original/certified B-BBEE Verification Certificate or original Sworn affidavit in the case of an EME and QSE
- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE status Verification Certificate with the tender.
- A trust, consortium or joint venture must obtain and submit each companies Tax Clearance Certificate or a tax compliance status PIN with the tender.
- Bidders are required to submit a copy of their completed tender document in PDF format with a memory stick or CD with their original tender submission.

SUPPLEMENTARY INFORMATION

- The successful bidder will be required to register on the Senqu Municipality data base.
- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Bidder to ensure that bids sent via courier are placed in the Tender/Bid Box by the advertised date and time.
- The successful bidder will be requested in certain circumstances to be requested to enter into a Service Level Agreement.
- Bids which are late, incomplete or unsigned will not be accepted for evaluation.
- All disputes, objections, complaints and queries will be settled as per paragraph 56 of the Senqu Municipal Supply Chain Policy through mutual consultation, mediation (with or without legal representation) or when unsuccessful through a South African court of law.

MM Yawa
Municipal Manager
23 October 2020