



MAPHUMULO MUNICIPALITY

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500

Fax: 032 481 2053

Website: www.maphumuloonline.gov.za

28 May 2018

INVITATION TO BID: SUPPLY AND DELIVERY OF MUNICIPAL STATIONERY BID NO: KZN294/O0001-BTO/2017/18

The Maphumulo Local Municipality invites quotations from qualified and experienced service providers for the supply and delivery of Municipal Stationery. The full specification will be made available on tender document.

Bidders must submit their quotation on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo** on **Thursday 31 May 2018 ONLY**. A non-refundable document fee of R100.00 is payable upon collection and payment must be made in cash at the Finance department.

Completed tender documents must be in a sealed envelope clearly marked "**MUNICIPAL STATIONERY**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00** on **Tuesday 05 June 2018**. Documents will be opened in public. **Late 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 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 (CSD).

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 36 points of the total points will qualify for stage two of the Evaluation process.

The points for stage two will be allocated as follows:

FUNCTIONIIONALITY	POINTS
Proven Track Record	30
Lead Time to provide the required goods	20
Local Economic Development	20
Quality	10
Total	80

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 **Ms. PS Mzobe Tel. Number: 032 481 4500 or emailed to: portia@maphumulo.gov.za and SCM related enquiries must be directed to Mr. Velani Dube on 032 481 4522** 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