



MSUNDUZI MUNICIPALITY

QUOTATION NOTICE

SPECIALISED QUOTATION No. Q 12/697-RR OF 21/22

CALL FOR SERVICE PROVIDER TO PRINT AND DELIVER PAYSLEIPS TO PAY OFFICE

The Msunduzi Municipality hereby invites suitably experienced tenderers to submit quotations for the above works. ***Only Tenderers who are Level 1 and Level 2 B-BBEE Contributors will be considered for appointment.***

Quotation documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **12h00 on Thursday, 07 October 2021**. A non-refundable tender fee in the amount **R 198.90 (Including VAT)** per document shall be levied. Only cash or bank guaranteed cheques will be accepted. **A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).** Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender Publication Portal on www.etenders.gov.za

For any technical related enquiries, please contact Minenhle Shangase (*Pay Office*) on direct Telephone No. 033 392 2464 or e-mail address minenhle.shangase@msunduzi.gov.za. For any procurement related enquiries, please contact Nozipho Cebekhulu (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2702 or e-mail address nozipho.cebekhulu@msunduzi.gov.za.

Tenders must be submitted and contained in sealed envelopes and marked with “**Contract No. Q12/697-RR of 21/22**” and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Thursday, 14 October 2021**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

The Validity period shall hold firm for a period of ninety (90) days commencing from closing date of the quotation.

Tender Adjudication & Evaluation Criteria will be implemented in line with the Msunduzi Municipality's approved Supply Chain and Preferential Procurement Policies on the **80/20-point** system. Adjudication criteria will be as per the tender document, the allocation of points will be in line with **B-BBEE** as prescribed in terms of the Preferential Procurement Regulations, 2017 pertaining to the **Preferential Procurement Policy Framework Act, Act No. 5 of 2000**.

The Msunduzi Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation. Each Service Provider will be informed of the quotation result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

M.P KHATHIDE: CITY MANAGER