

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 17 OF 2019/2020

APPOINTMENT OF A SERVICE PROVIDER FOR THE PUBLISHING & PRINTING OF 300 COPIES OF THE ANNUAL REPORT FOR 2019/2020, 2020/2021 & 2021/2022; 200 COPIES OF THE BUDGET BOOK FOR 2020/2021, 2021/2022 & 2022/2023; & 150 COPIES OF THE INTEGRATED DEVELOPMENT PLAN FOR 2020/2021, 2021/2022 & 2022/2023

Tenders are hereby invited from suitably qualified and experienced Service Providers to publish and print copies of the annual report, the budget book and integrated development plan.

Tender documents will be available to tenderers from **14h30 on Thursday, 17th October 2019**. 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.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, at a non-refundable tender deposit fee of **R542.80 (including VAT)** for each document drawn. **The cut-off time for purchasing and collection of tender documents shall be 14h00, Tuesday, 29th October 2019.** A copy of the Tender Deposit Receipt must be attached to the tender document.

For any technical related enquiries, please contact Mr. I Chetty (Office of the City Manager) on Telephone No. 033 – 392 2839 or e-mail address: indrasen.chetty@msunduzi.gov.za.

For any procurement related enquiries, please contact **Mrs Mellissa Nero** (Supply Chain Management Unit) on direct Telephone No. 033 – 392 3018 or e-mail address: mellissa.nero@msunduzi.gov.za.

A compulsory Tender Briefing Meeting will be held on **Wednesday, 30th October 2019**, in the **City Hall, Committee room 1, 169 Chief Albert Luthuli Street, Pietermaritzburg**, commencing promptly at **10h30**. ***Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a complete tender document failing which the Tenderer shall be disqualified. Tenderers producing only the Tender Briefing Certificate at the meeting will not be considered.*** Only one representative per Company or Consortium will be allowed to attend the above meeting. No person will be allowed to represent more than one Company at the meeting.

Tenders contained in sealed envelopes and marked with **“Contract No. SCM 17 of 2019/2020”** and the relevant **“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 Monday, 18th November 2019**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

EVALUATION CRITERIA		
No.	Description	Maximum Points
i)	Qualification in Communication/or Journalism (Certified Copies of Qualification and CV must be attached)	20 Points
ii)	Qualification in Graphic design (Certified Copies of Qualification and CV must be attached)	20 Points
iii)	Number of Successfully Completed projects related to layout design and Editing of Annual Reports / IDP / Budget Books and/or similar	20 Points
iv)	Number of successfully completed projects/contracts related to printing and publishing of Annual Reports / IDP / Budget Books and/or similar works	20 Points
Total Points		80 Points
Threshold		56 points(70%)

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

Each tenderer will be informed of the tender result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MS. NELSIWE NGCOBO (ACTING CITY MANAGER)