



MSUNDUZI MUNICIPALITY

SPECIALISED CONTRACT No. SCM 1 OF 15/16

BULK PRINTING AND POSTING OF MONTHLY INVOICES AND STATEMENTS

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers for their Bulk Printing and Posting of Monthly Invoices and Statements.

Tender documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, from **12h00** on **Wednesday, 22 June 2015**. A non - refundable tender fee in the amount **R425.22 (including VAT) per document** shall be levied. Only cash or bank guaranteed cheques will be accepted.

Sealed tenders endorsed on the envelope with “**Contract No. SCM 1 of 15/16: Bulk Printing and Posting of Monthly Invoices and Statements**” must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00** on **Monday, 17 August 2015**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Three (3) 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: 90/10 Preference Point System in accordance with the Preferential Procurement Regulations, 2011, 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:-

No.	Evaluation Criteria	Maximum Points
1	Projects: Number of successful projects and evidence thereof	20 Points
2	Locality of Company: Proof of locality	20 Points
Total Functionality Points		40 Points
Minimum Threshold		60% (24 Points)

Further information may be obtained from Lance Stratford on direct Telephone No. 033 – 392 2234.

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.

MR M. A. NKOSI (MUNICIPAL MANAGER)