

## **QUOTATION NOTICE**

### **SPECIALISED QUOTATION No. Q 12/664 OF 20/21**

#### **APPOINTMENT OF A SERVICE PROVIDER TO PRINT AND POST MONTHLY INVOICES AND STATEMENTS FOR MSUNDUZI MUNICIPALITY**

The Msunduzi Municipality hereby invites suitably experienced tenderers to submit quotations for the above works. ***Only Service Providers 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, 5<sup>th</sup> Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **14h30 on Thursday, 08 April 2020**. A non-refundable tender fee in the amount **R 189.55** (Including VAT) per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

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](http://www.etenders.gov.za)**.

***For any enquiries, please contact Mr. Marlon Hoskins (Revenue) on direct Telephone No. 033 – 392 2405 or e-mail address [marlon.hoskins@msunduzi.gov.za](mailto:marlon.hoskins@msunduzi.gov.za). For any procurement related enquiries, please contact Wendy Mkhize (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2808 or e-mail address [wendy.mkhize@msunduzi.gov.za](mailto:wendy.mkhize@msunduzi.gov.za).***

Sealed quotation endorsed on the envelope **“SPECIALISED QUOTATION No. Q12/664 OF 20/21”** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, not later than **12h00, on Thursday, 15 April 2021**, when it will be publicly opened. Only quotations placed in the Tender Box will be accepted.

**The Validity period** shall hold firm for 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.

**MR. MP KHATHIDE: MUNICIPAL MANAGER**