

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 7 OF 24/25

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF BOOKS, AUDIO-VISUAL MATERIALS, PERIODICALS, MAGAZINES, DIGITAL AND ELECTRONIC INFORMATION RESOURCES, AND EDUCATIONAL TOYS AND GAMES FOR THE MSUNDUZI MUNICIPAL LIBRARY SERVICES

TENDER NOTICE

Tenders are hereby invited from suitably experienced Service Providers for the appointment of a panel of Service Providers for the supply and delivery of books, audio-visual materials, periodicals, magazines, digital and electronic information resources, and educational toys and games for the Msunduzi Municipal Library Services.

Tender documents will be made available to tenderers from **12h00 on Friday, 02 August 2024.**

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender 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, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R758.77 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Pranisha Parag (Bessie Head Library) on direct Telephone No. 033 – 392 2627 or e-mail address pranisha.parag@msunduzi.gov.za.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address vinay.mohanlal@msunduzi.gov.za.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 7 of 24/25**” and the **Contract Description** and must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297;30.3610014), not later than **12h00 on Wednesday, 04 September 2024**, 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: Tenderers complying with the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to 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.	Registration with the South African Booksellers Association or Publisher's Association of South Africa.	10 Points
2.	Previous Experience.	40 Points
Total Functionality Points		50 Points
Minimum Threshold		30 Points (60%)

The allocation of Preference Points in Stage Two will be according to the following Specific Goals:

No.	Specific Goal	Description	Points
1.	Black Owned Enterprise (BOE)	At least 51% Black Owned Enterprise or at least 51% management control by South African Black people.	10
2.	Business Enterprise Owned by Women	Business Enterprise owned and controlled by at least 51% Women and whose management and daily business operations are under the control of one or more Women.	5
3.	Location of Business Enterprise	Business Location defined as a place or structure occupied by a firm or enterprise to run its operations.	5
3.1	Based in Msunduzi Municipality.		5
3.2	Based in KwaZulu Natal.		3
3.3	Based in other parts of South Africa.		1
Total Preference Points (Specific Goals)			20

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 S. HLELA (ACTING MUNICIPAL MANAGER)