

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 80 OF 2024 – SECTION 1

SUPPLY AND DELIVERY OF STATIONARY MATERIALS

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced service providers for the Supply and Delivery of Stationary Materials on an “as and when” required basis for a period of three years.

Tender documents will be made available to tenderers from **12h00 on Thursday, 15 February 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 **R 287.68 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Sibusiso Mkhize (Stores Sub-Unit) on direct Telephone No. 033 – 392 2217 or e-mail address sibusiso.mkhize@msunduzi.gov.za.

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “Supply and Services No. 80 OF 2024 – Section 1” 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 Tuesday, 19 March 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 shall be evaluated on a 80/20 Specific goals 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 allocation of Preference Points will be according to the following Specific Goals:

No.	Specific Goal	Description	Points
1.	Black Owned Enterprise (BOE)	Black Owned Enterprise (BOE) in this context refers to a “black-owned enterprise” with at least 51% South African black ownership and/or more than 51% management control by South African black people	10

2.	Business Enterprise Owned by Women	A woman-owned business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one or more women; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more women and whose management and daily business operations are under the control of one (1) or more women.	5
3.	Location of a Business Enterprise	A place or structure occupied by a firm or enterprise to run its operations. This includes any structure or establishment used in conducting a business within the Msunduzi Municipality jurisdiction	5
Total Preference Points (Specific Goals)			20

Tenderers 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 L. H. MAPHOLOBA (MUNICIPAL MANAGER)