

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT NO. SCM 30 OF 2022/2023

APPOINTMENT OF A SERVICE PROVIDER TO PRINT AND POST MONTHLY

INVOICES AND STATEMENTS

Tenders are hereby invited from a Service Provider to print and post monthly invoices and statements.

Tender documents will be available to tenderers from **14h30** on **Thursday, 13th October 2022**. 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 **R 672,16(including VAT)** for each document drawn. Only cash, or EFT payments will be accepted. A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).

For any technical related enquiries, please contact **Mr. L Stratford** on Telephone No. 033 – **392 2234** or e-mail address: lance.stratford@msunduzi.gov.za.

Any enquiries or questions relating to this tender must be forwarded to Mellissa Nero (Supply Chain Management Unit) on telephone no. 033 392 3018 or e-mail address mellissa.nero@msunduzi.gov.za.

Tenders must be submitted both in hard copy and on USB/flash Drive contained in sealed envelopes and marked with “Contract No. SCM30 of 2022/2023” 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, 15th November 2022, 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 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 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 MAPHOLOBA (CITY MANAGER)