



MSUNDUZI MUNICIPALITY

TENDER NOTICE



SPECIALISED QUOTATION No. Q 2 OF 13/14

PACKING AND INDEXING OF DOCUMENTS FOR SAFE STORAGE

Tenders are hereby invited from suitably experienced Service Providers to provide service for packing and indexing of documents for safe storage.

Tender documents shall be available from the Supply Chain Management Offices, 5th Floor, A. S. Chetty Building, 333 Church Street, Pietermaritzburg, from **12h00, 02 August 2013**. A non-refundable tender fee in the amount **R126.54** per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Mr. Wayne Schnaar on Telephone No. 033 – 392 2484.

Sealed tenders endorsed on the envelope "**Specialised Quotation No. Q 2 of 13/14**" 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 Monday, 12 August 2013**. Only tenders placed in the tender box shall be accepted.

Tender Validity period: Three (3) months commencing from the closing date of the tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on the 80/20 Preferential Points System and in accordance with the Preferential Procurement Regulations, 2011 issued in terms of section 5 of the Preferential Procurement Policy Framework Act No. 5 of 2000.

The Council 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 Service Provider will be informed of the tender result. The Council expects businesses within the Pietermaritzburg and Midlands Region to support its contract and affirmative action programmes.

MR M A NKOSI

MUNICIPAL MANAGER