



MSUNDUZI MUNICIPALITY

TENDER NOTICE

SPECIALISED CONTRACT No. SCM 23 OF 15/16

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER

MSUNDUZI MUNICIPALITY BRANDED DIARIES, WALL AND DESK CALENDARS

The Msunduzi Municipality hereby invites suitably qualified and experienced tenderers for the above service.

Tender documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, from **14h00** on **Tuesday, 29 September 2015**. A non-refundable tender fee in the amount **R 169.86** (including VAT) per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Sealed tenders endorsed on the envelope "**Specialised Contract No. SCM 23 of 15/16**" and the Contract Description must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00**, on **Thursday, 8 October 2015**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Ninety (90) days commencing from the closing date of tender.

Tender Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System. Stage 1 being Functionality and Stage 2 based on the 80/20 Preferential Points System 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 Functionality for Stage 1 shall be as follows:-

| No. | Evaluation Criteria | Maximum Points |
|---|---|------------------------|
| 1 | Successfully completed projects of the company in graphic design. | 20 |
| 2 | Successfully completed projects of the company in printing. | 20 |
| 3 | Delivery Period | 10 |
| 4 | Locality | 20 |
| Total Functionality Points | | 70 Points |
| Threshold to qualify for Stage Two | | 70% / 49 Points |

Further information may be obtained from Ms Nqobile Madonda on Tel. No. 033 - 392 2445.

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.

MUNICIPAL MANAGER (MR M. A. NKOSI)