

**MSUNDUZI MUNICIPALITY**

**TENDER NOTICE**

**SUPPLY AND SERVICES CONTRACT No. 25 OF 2016**

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF MULTI-FUNCTION PRINTERS EITHER BY LEASING OR OUTRIGHT PURCHASE**

Tenders are hereby invited from suitably qualified and experienced Tenderers for the above works.

Tender documents shall be available from the Supply Chain Management Offices, 5<sup>th</sup> Floor, A. S. Chetty Building, 333 Church Street, Pietermaritzburg, from **14h30 on Wednesday, 23 March 2016**. A non-refundable tender fee in the amount **R707.94** per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Mr Siyabonga Dlamini on either Tel. No. 033 - 392 202 0 or E-Mail: siyabonga.dlamini@msunduzi.gov.za

A compulsory Tender Briefing meeting will be held at **10h30 prompt on Friday, 8 April 2016, in the ICT Boardroom, 2<sup>nd</sup> Floor, A. S. Chetty Building, 333 Church Street, Pietermaritzburg, 3201**. Only one Tender Briefing meeting will be held. ***Tenderers arriving at the meeting after the stipulated starting time will be disqualified.*** An official will chair the meeting and answer queries raised by prospective Tenderers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register. ***Tenderers must present their tender document at the meeting failing which the Tenderer shall be disqualified. Only one (1) Representative per Company or Joint Venture or Consortium will be allowed to attend the above meeting.***

Sealed tenders endorsed on the envelope "**Supplies & Services Contract No. 25 of 2016**" 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 Tuesday, 19 April 2016**, when they will be opened in public. Only tenders placed in the tender box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

**Tender Validity period:** Four (4) months commencing from the closing date of the tender.

**Tender Adjudication/Evaluation Criteria:** The tender shall be evaluated on the 90/10 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 tenderer 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**