

**THE MSUNDUZI MUNICIPALITY**

**TENDER NOTICE**

**SUPPLIES AND SERVICES CONTRACT No. 6 OF 2017: SECTION 2**

**CLEANING OF MUNICIPAL OFFICES**

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Tenderers for the above works. ***Only Contractors who are registered with the Bargaining Council for the Contract Cleaning Industry (BCCCI) will be considered for appointment.***

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 **11h30 on Monday, 4 September 2017**. A non- refundable tender fee in the amount **R478.80** per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

For Technical Enquiries regarding the scope of works, please contact Yusuf Ismail on either Tel. No. 033 - 392 212 1 or e-mail: [yusuf.ismail@msunduzi.gov.za](mailto:yusuf.ismail@msunduzi.gov.za)

For Supply Chain Management related matters, please contact Vinesh Govender on either Tel. No. 033-392 2027 or e-mail: [vinesh.govender@msunduzi.gov.za](mailto:vinesh.govender@msunduzi.gov.za)

A compulsory Tender Briefing Meeting will be held at 10h00 prompt on Friday, 15 September 2017, in the Auditorium, 1<sup>st</sup> Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg, 3201. Tenderers shall be required to meet in the Foyer of the Library on the date and time mentioned above from where all will proceed to the venue. ***Tenderers arriving at the meeting after the stipulated starting time mentioned above will be disqualified.*** Only one Tender Briefing Meeting will be held. 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. Only one (1) Representative per Company or Joint Venture or Consortium will be allowed to attend the above meeting. ***Tenderers attending the meeting must be in possession of a Tender Document failing which the Tenderer shall be disqualified.*** No Tenderer will be allowed to represent more than one (1) Company at the meeting.

Tenders contained in sealed envelopes and marked with "**Supplies and Services Contract No. 6 of 2017-Section 2**" 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, 3 October 2017**, when they will be publicly opened. 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:** Three (3) months commencing from the closing date of the tender.

**Tender Adjudication/Evaluation Criteria:** The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations, 2011, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

The Functionality for Stage One shall be evaluated on the following criteria:-

<b>No.</b>	<b>Description</b>	<b>Maximum Points</b>
1	Previous Experience in The Cleaning Industry	10
2	Experience in Cleaning Corporate Multi Storey Buildings	10
3	Locality of Contractor's Offices	10
<b>Total No. of Points</b>		<b>30</b>
<b>Threshold to Qualify For Stage 2</b>		<b>66.6%</b>

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.

**SIZWE HADEBE (ACTING MUNICIPAL MANAGER)**