

**MSUNDUZI MUNICIPALITY**

**SPECIALISED QUOTATION No: Q 17 OF 11/12**

**SUPPLY AND DELIVERY OF QUEUE GUIDES FOR THE BESSIE HEAD LIBRARY,  
PIETERMARITZBURG**

**TENDER NOTICE**

Tenders are hereby invited from suitably qualified and experienced service providers for the supply and delivery of Queue Guides for the Bessie Head Library, Pietermaritzburg.

Tender documents shall be available from the Supply Chain Unit, 5<sup>th</sup> Floor, AS Chetty Building, 333 Church Street, Pietermaritzburg, from Monday, 10 October 2011. A non-refundable tender fee in the amount **R114.00** per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Jenny Phoenix on direct Telephone No. 033 - 392 2630.

**Sealed tenders endorsed on the envelope "Quotation No: Q 17 of 11/12" 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, 17 October 2011. Only tenders placed in the tender box shall be accepted.**

A compulsory Clarification Meeting will be held on site on **Wednesday 12 October 2011**. Prospective tenderers shall meet at the Bessie Head Library (Foyer), at 10h00. Only one Clarification Meeting will be held. An official will chair the meeting and answer queries raised by prospective Service Providers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register. Tenderers who come after the stipulated starting time will not be allowed to be part of the meeting. No tender shall be accepted from tenderers who do not attend the above meeting.

The validity period for which the tender is to hold firm is a period of ninety (90) days from closing date of tender.

Evaluation and adjudication of the tender will be done in line with the Msunduzi Municipality's approved Supply Chain and Preferential Procurement Policies on an 80/20 point system. Adjudication criteria will be as per the tender document.

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.