

MAPHUMULO  MUNICIPALITY

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205

Maphumulo

4470

MUNICIPALITY PROFILE

Tel: 032 481 4500

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**INVITATION FOR QUOTE: SUPPLY AND DELIVER OF STATIONERY FOR MUNICIPAL OFFICE
BID NO: KZN294/STA/BTO/2021**

The Maphumulo Local Municipality invites quotations from qualified and experienced service providers to supply and deliver of Municipal stationery. Specification will be available on the tender document.

Bidders must submit their quote on the official Municipal bidding documents, which will be available at the Municipal offices, located at **P711 ROAD, LOT 152, Maphumulo as from Thursday 08 April 2021 until Friday 9 April 2021**. A non-refundable document fee of R 200.00 is payable upon collection and payment must be deposited into **ABSA ACCOUNT NO: 4056102866** and produce a slip on collection of tender document.

Proposals in an enveloped marked **"SUPPLY AND DELIVER OF STATIONERY FOR MUNICIPAL OFFICE"** shall be deposited into the tender box at: **Maphumulo Municipal Offices, P 711 Road, LOT 152, Maphumulo** no later than **12H00 Wednesday 14 April 2021** where they will be opened in public. **Telegraphic, faxed or posted tenders will not be accepted**. Bidders must submit the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance certificate accompanied by a pin for further verification.
- Certified ID(s) copies of company director(s) (Not older than 3 months)
- Certified Copy of company registration (Not older than 3 months)
- Proof of payment for tender document
- Company municipal rates, electricity or water account **not older than 3 Months**, proof of Residential lease or rental or sworn affidavits accompanied by proof of resident if the business operates at a place of residence.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Registered on Central Supplier database (CSD).

Evaluation will be done on the following three-stage process in terms of National Treasury Circular No: 53

Stage 1: Assessment of Functionality. Only service providers who achieve a minimum of 60% of the total available points will qualify for stage two of the Evaluation process.

The points for stage one will be allocated as follows:

FUNCTIONALITY	POINTS
Proven Track Record	30
Lead Time	20
Financial Viability	20
Local Economic Development	15
Total	85

Stage2:

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

All Technical enquiries relating to this tender must be directed to **Ms P Mzobe Tel. Number: 032 481 4500 or emailed to: portia.mzobe@maphumulo.gov.za and SCM related enquiries must be directed to Mr. Velani Dube on 032 481 4500** during office hours (7:30 - 16:00) weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.



**Mr. PN MHLONGO
MUNICIPAL MANAGER**