

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500
Fax: 032 481 2053
Website: www.maphumulo.gov.za

**REQUEST FOR QUOTE: SUPPLY AND DELIVER OF STATIONERY FOR MUNICIPAL LIBRARY
BID NO: KZN294/STA/ 2021**

The Maphumulo Local Municipality invites quotations from qualified and experienced service providers for the supply and delivery of the Municipal Library stationery. The full detailed specification will be on the tender document.

Bidders must submit their offers on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo** on **Thursday 04 March 2021 until Friday 05 March 2021**. A non-refundable document fee of R200.00 is payable upon collection and payment must be deposited at **ABSA BANK: Acc number 4056102866** and produce a slip on collection of tender document. No cash is allowed.

Completed tender documents must be in a sealed envelope clearly marked "**SUPPLY AND DELIVER OF STATIONERY**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, and LOT 152, Maphumulo** by no later than **12h00 Midday, on Wednesday 10 March 2021**. Documents will be opened in public. **Late Telegraphic, faxed, Emailed or posted tenders will not be accepted**. Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance 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 affidavit accompanied by proof of residents 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.

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

Stage 1

Evaluation of functionality in terms of MFMA Circular 53. Only the service providers who achieve a minimum of 60% or 51 points of the total 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 to provide the required goods	20
Financial viability	20
LED	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 **Mr S Buthelezi Tel. Number: 032 481 4500 or emailed to: Siphamandla.buthelezi@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**