

ADVERTISED IN: The Star
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TENDER NOTICE: F (R) 10/2022

MOGALE CITY LOCAL MUNICIPALITY

Tenders are hereby invited for the following Office: Financial Services: Revenue.

TENDER NO: F (R) 10/2022

TENDERS ARE HEREBY INVITED FOR THE APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER FOR PRINTING AND DISPATCHING, EMAILING, UPLOADING ONLINE AND SMS OF MONTHLY MUNICIPAL ACCOUNT STATEMENTS FOR A PERIOD OF THREE (3) YEARS.

Adjudication: 80/20

Tenders will be evaluated using functionality evaluation **criteria of 35 points** of which the service provider is required to score the minimum of **25 points** in order to be considered for further evaluation. Tenders will be evaluated using the 80/20 preference point system which awards 80 points for Price and 20 points for attaining the BBBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Documents Collection: Documents can be downloaded from the e-portal or Mogale City Website.

Technical Enquiries: Nomvuzo Mmemezi
Tender Documents: Ofentse Matsose

Tel: (011) 951 2083/083 764 7870
Tel: (011) 951 2177/2541/0718846958

Documents available: As from **Wednesday 08 June 2022** on www.etenders.gov.za or www.mogalecity.gov.za

Closing date: Thursday 14 July 2022

Time: 11:00

Tender Box

Venue: Tender boxes are situated at the reception desk of the Supply Chain Management Unit, situated on the upper level of the West Wing of the Mogale City Civic Centre, Corner Commissioner and Market Streets in Krugersdorp.

COMPULSORY TENDER DOCUMENTS:

1. **Tax Clearance Certificate / Tax Compliance Status documents with Pin.**
Each company within the Joint Venture / Consortium must submit Tax Clearance Certificate or a copy of Tax Compliance Status document with Pin
2. **Certified Copies of ID's of members/directors (Original stamp from the Commissioner of Oath not a copy)**
3. **Copy of latest municipal account which is not more than 3 months old at the time of closing.**
4. **The bidding entity as well as all its directors /shareholders must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and or the directors, which must stipulate who is the responsible for payment of municipal services.**
5. **If the Bidding Entity operates from home/ family place and is not responsible for municipal account, the bidder must submit sworn affidavit.**
6. **Central Supplier Database (CSD) registration summary report**
7. **Completed and Signed Schedule of Quantities**
8. **Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.**
9. **MBD 1: Invitation to tender**
10. **MBD 4. Declaration of Interest.**
11. **MBD 6.1 Preferential Points**
12. **MBD 8: Declaration of bidders past supply chain management practices**
13. **MBD 9: Certificate of independent bid determination.**

BIDDING TENDER CONDITIONS:

1. All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ www.csd.gov.za
1. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.
2. According to the amended Codes of Good Practice, an *Exempted Micro Enterprise (EME)* is only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less and level of Black ownership to claim BEE points
3. According to the amended Codes of Good Practice, Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R50 million or less and level of Black ownership to claim BEE points.
4. A trust, consortium or joint venture will qualify for points for the BBBEE status level as a legal entity, provided that the entity submits their consolidated BBBEE status level certificate. If a bidder does not submit a certificate substantiating the BBBEE status level of contribution/ and Affidavit or is a non-compliant contributor, The bid will be evaluated on an 80/20 principle where 80 points will be price and 20 points is BBBEE component.
5. Certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission or sworn Affidavit.
6. Tenders by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons

authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severally bound.

7. No late tender will be accepted.
8. Telefax or e-mail tenders will not be accepted.
9. Tenders may only be submitted on the bid documents as provided by Mogale City. The use of tipp-ex is not allowed on the bid documents. Bids completed in pencil will be regarded as invalid bids. No page(s) may be removed from the original tender document
10. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender document;
11. In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by a full signature at each and every alteration.
12. The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
13. The lowest or any tender will not necessarily be accepted, and Mogale City reserves the right to accept a tender in whole or in part.
14. The validity period for this tender is ninety (90) days.
15. A Corporate social responsibility contribution of one (1) percent inclusive of 15%VAT will be levied on all companies/ service providers appointed as successful bidders if such companies are not based in the area of jurisdiction of Mogale City.
16. The Municipality reserves the right to negotiate a fair market related price with recommended bidders after a competitive bidding process or price quotations
17. The Municipality reserves the right to appoint and not to appoint.
18. All tender prices must be inclusive of VAT for all registered VAT vendors.
19. **All bid prices must be in RSA currency and inclusive of VAT.** All prices and details must be legible / readable to ensure the bid will be considered for adjudication.
20. In the instance of a term tender (period longer than one year), please indicate the estimated annual price increase and the intervals of such increases.
21. All bids must be submitted on the official forms and may not be re-typed, copied or scanned.
22. Bids will be opened immediately after the closing date and time in a venue to be indicated.
23. The supply chain management policy of Mogale City Local Municipality allows persons aggrieved by decisions or actions taken by the municipality in the implementation of its supply chain management system, to lodge within fourteen (14) days of the decision or action a written objection or complaint to the municipality against the decision or action.
24. Tender documents may be downloaded from e-tender portal at www.etenders.gov.za as well as www.mogalecity.gov.za

MR MAKHOSANA MSEZANA
MUNICIPAL MANAGER