

**SOL PLAATJE MUNICIPALITY**

**CONTRACT FIN/SC/ST/9/2010 – STATIONERY REQUIREMENTS**

**INVITATION TO BID**

You are hereby invited to bid for the supply and delivery to the Municipal Stores, Industria Road, Kimberley, of **Stationery Requirements** as may be required from time to time during a period of approximately one year from **01 September 2010**, but which period may extend into the month of **October 2011**.

One complete set of documents is available from the Contracts Department, 2 Market Square, City Hall, Kimberley upon payment of an amount of R100.00 (one hundred rand), which is non-refundable. **Payment must be made at the cashiers on a “NO 10 deposit slip” using the following vote no 2634051601514.**

All bids must be submitted on the Official Forms.

The evaluation of proposals will be a multi-staged process i.e.

Only those bidders who achieve at least 60% of the points on offer for the Functionality component will have their financial proposals evaluated and attain a final score.

- The evaluation committee will determine how many companies to short list

***The attached Scope Document outlines the detailed scope and submission requirements for the bid. Kindly respond in detail to all of the categories as requested.***

The bid is subject to the General Conditions of Contract (GCC) and if applicable, any other special condition of Contract.

Bids **MUST** comply with the following conditions:

1. The original, valid tax clearance certificate from SARS stating “tender” must be included in the bid document envelope, certifying that the taxes of the bidder to be in order, or suitable arrangements have been made with SARS.
2. All prices must include value added tax, bid prices excluding value added tax will not be considered.
3. Prices quoted must be Nett, delivered to the Municipal Stores.

**In terms of section 13 of the Municipal Supply Chain Management Regulations No. 27636 of 30 May 2005, the Municipal Manager shall reject all bids that do not comply with the following preconditions:-**

1. Bidders that have not furnished the Municipality with his/her full names, identification number or company or other registration number and tax reference number and vat registration number, if any.
2. Bidders that have not submitted a valid original, tax clearance certificate from SARS
3. Bidders that have not indicated :-

whether he/she is in the service of the state or has been in the service of the state in the previous twelve months;

- a. If the bidder is not a natural person, whether any of it's directors, managers, principal share holders or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
- b. Whether a spouse, child or parent of the bidder or of a director, manager, shareholders or stakeholder in the previous twelve months.

**The highest points or any bid will not necessarily be accepted, and the Municipality reserves the right to subdivide the contract and accept any portion of any bid.**

**Bids will only be considered if the bidder has, in addition to his/her SARS Tax status, "good standing" and his/her municipal tax and service charge obligations(rates, water and lights accounts) are in compliance with our Credit Control Policy and should a bidder fail to do so after a contract is awarded, the Council may cancel this contract. The bidder shall have no right whatsoever to claim damages resulting from such cancellation.**

Bids will be evaluated in terms of the approved point system of Sol Plaatje Municipality as detailed in Preference Points form MBD 6 enclosed in Bid document.

NO BIDS BY FAX OR BY E-MAIL WILL BE ACCEPTED.

Sealed bids outwardly marked with the relevant contract number must be addressed to the Municipal Manager and placed in the **Bid Box, City Hall, 2 Market Square, Kimberley not later than 11:00 on 23 July 2010**. Bids will be opened in public in the COMMITTEE ROOM, CITY HALL, First Floor, at 11:00 on the same day. The successful bidder will be advised by post and the bid results will be published on the website.

NAME OF BIDDER (COMPANY ETC.) : \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NO.: CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

CELL PHONE NO. \_\_\_\_\_

FACSIMILE NO. CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

**NO FACSIMILE OR E-MAIL BIDS WILL BE ACCEPTED**

CONTACT PERSON: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_

CAPACITY UNDER WHICH THE BID IS SIGNED \_\_\_\_\_

INVITATION FROM:

MUNICIPAL MANAGER  
 CIVIC OFFICES  
 JAN SMUTS BOULEVARD  
 PRIVATE BAG X5030  
 KIMBERLEY, 8300