



## Tender Notice and Invitation to Tender (Advertisement)

The Sol Plaatje Municipality invites tenders for the design, layout and printing of newsletters for Sol Plaatje Municipality for a period of two (2) years from date of award of tender.

### **CONTRACT NO: CORP/CM01/2011** **DESIGN, LAYOUT & PRINTING OF NEWSLETTERS**

One complete set of Tender **Documents** is available at the Contracts Department, 2 Market Square, City Hall, Kimberley upon payment of an amount of R300.00 (Three hundred rand), which is non-refundable. **Payment must be made at the cashiers on a "NO 10 deposit slip" using vote no: 2121 12260 2853.**

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

*The Tender is subject to the General Conditions of Contract and if applicable, any other special condition of Contract*

All Tenders MUST comply with the following conditions:

1. Be submitted on the Official bound Document only from which sheets may not be detached.
2. Be submitted in a Main sealed envelope upon the outside thereof is clearly stated:
  - (a) That such envelope contains a Tender.
  - (b) The contract number and description of the tender submitted.
  - (c) A return address of the bidder on the back of the envelope.
3. **The Main sealed envelope must contain two sealed envelopes as follows:**
  - (a) Envelope 1 marked "**Functional Offer**" and containing the Functionality Offer comprising Volume 1 the Tendering Procedures, the Returnable Documents.
  - (b) Envelope 2 marked "**Financial Offer**" and containing the Financial Offer comprising Volume 2.
4. The following documentation must be submitted in the envelope:
  - (a) An Original and Valid Tax clearance Certificate from SARS certifying that the taxes of the bidder is in order, or that suitable arrangements have been made with SARS.
  - (b) A Certified copy of VAT Registration Certificate (if VAT number is not quoted in the Tax Clearance Certificate.)
  - (c) A current Business Municipal Rates Account reflecting the address of the business must be included.
5. Include value added tax: Tender prices excluding value added tax may not be considered.

7. Companies or bidders bidding as a Joint Venture MUST include their Joint Venture Agreement as part of the bid documents. Each venture will be evaluated separately in terms of the specifications.
8. No correction fluid to be used when completing the document.

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

- A. 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.
- B. Bidders that have not submitted a valid original, tax clearance certificate from SARS.
- C. Bidders that have not indicated that :-
  - (a) He/she is in the service of the state or has been in the service of the state in the previous twelve months;
  - (b) If the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
  - (c) Whether a spouse, child or parent of the bidder or of a director, manager, shareholders or stakeholder in the previous twelve months.
  - (d) Their Tender does not comply with all special conditions as contained in the Document.

**Neither the Tender scoring the highest points nor any other Tender will necessarily be accepted, and the Municipality reserves the right to subdivide the contract and accept any portion of any Tender.**

**Tenders will only be considered if the Bidder has, in addition to his/her satisfactory SARS Tax status, ensured that his/her Municipal Account (rates, water and lights accounts) is up to date (either paid in full or being settled in accordance with a legitimate arrangement) in compliance with Sol Plaatje Municipality's Credit Control and Debt Collection Policy. Should a bidder fail to maintain such compliance after a contract is awarded, the Council may cancel that contract and the bidder shall have no right whatsoever to claim damages resulting from such cancellation.**

Tenders will be evaluated in terms of the approved **90/10** point system of Sol Plaatje Municipality as detailed in Preference Points form SBD 6 enclosed in Tender document.

**ALL DEVIATIONS FROM THIS DOCUMENT MUST BE BROUGHT TO THE ATTENTION OF COUNCIL IN A COVERING LETTER ATTACHED TO THE TENDER DOCUMENT.**

NO TENDERS OR COPIES OF TENDERS RECEIVED BY TELEX, TELEFAX MACHINE, E-MAIL OR PER TELEGRAM WILL BE CONSIDERED.

SEALED TENDERS CLEARLY MARKED:

**CONTRACT NO: CORP/CM01/2011  
DESIGN, LAYOUT & PRINTING OF NEWSLETTERS**

*VOLUME 1*

must be addressed to the Municipal Manager and placed in the **Tender Box, City Hall, Ground Floor not later than 11:00 on Monday, 12 September 2011**. The Tender Box is generally open 24 hours per day, 7 days per week. Tenders will be opened in public in the **City Hall, Committee Room**, immediately after closing on the same day. The successful bidder will be advised by post.

No late Tenders will be accepted for consideration and will be returned unopened.

**INVITATION FROM:**

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