



BID INVITATION

Bidders are hereby requested from suitably qualified and experienced service providers to supply and delivery of services as indicated in the table below.

This bid will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows. **80 – Price, 20 - BBEE**. Late or faxed bids will not be accepted and the Dr. Nkosazana Dlamini Zuma Municipality reserves the right not to make an appointment. Failure to comply with the above conditions will invalidate your offer.

COMPULSORY BRIEFING

Bid documents can be obtained from **08h30 to 10h00** at the SCM office on the date of the compulsory briefing meeting at Dr Nkosazana Dlamini-Zuma Municipal offices in Creighton Main Street. The cost of the bid document is **R 355.00** which is non-refundable.

Project Name	Bid Number	Briefing Date	Closing date
Supply and delivery of Stationery (2 year contract)	CORP- 045/17/18	19 January 2018 @ 10h15	12 February 2018 @ 12h00
Supply and Delivery of printers and photo copying machines on rental (3 year contract)	CORP-046/17/18	19 January 2018 @ 10h15	12 February 2018 @12h00

MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE TENDER:

- Valid tax clearance certificate or status pin
- A certified copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other). A letter of exemption can be obtained from the Municipality for incumbents who do not pay for services together with a letter of proof of residency.
- Certified copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Certified copy of B-BBEE certificate / Certified Affidavit
- Certified copies of ID's.
- Registered with CSD


CLOSING DATE:

Bid documents must be submitted in a sealed envelope clearly marked with the Tender number and closing date and dropped off in the tender box at the **Dr. Nkosazana Dlamini Zuma Municipality Offices, Main street, Creighton** on date and time as indicated in the table above.

Enquiries may be directed to the following persons during office hours (08:00 – 16:30)

Procedure related enquires: Miss N Holiwe (039 833 1038)

Technical Enquiries: Mr JM Sondezi (039 833 1038)



N.C. VEZI
Municipal Manager