



ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
12 April 2021	N. Baleni 079 890 4517	PSJLM - 2020/21 Ref 43	20 - 04 - 2021 @11:00 AM

ADVERT FOR SUPPLY AND DELIVERY OF LIBRARY EQUIPMENT FOR OUTREACHES

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for Supply and Delivery of Library Equipment for Outreaches**
Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O.Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **20 April 2021 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for B-BBEE verification level and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1 Form obtainable from SCM office or on google and MBD 4 Form**
- i) Attach Rates clearance statement which is not letter than 90 days obtained from your respective Municipality or lease agreement signed by both parties.
- j) If exempted please attach letter of exemption from your respective Municipality's revenue office to proof that the bidder as per the Municipality's valuation roll does not own any property.
- k) Attach Compliance Tax Pin for verification on SARS website
- l) Attach certified Copy of B-BBEE Verification Level certificate only approved by SANAS OR DTI approved Sworn Affidavit must be attached. (Failing to attach will not lead to disqualification but will lose points of BBEE)



PORT ST JOHNS
MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER
PORT ST JOHNS MUNICIPALITY
EASTERN CAPE PROVINCE OF RSA

PO Box 2 . Port St Johns . 5120 - Erf257 . Main Street . Port St Johns . 5120

SPECIFICATION

ITEM	QUANTITY	DESCRIPTION	SIZE
Photocopy Machine	2	Print, Copy, Scan, Fax Paper input 250 sheet Connectivity : USB,Wi-Fi With compatible cartridges	medium
Laminating Machine	2	A4 Hot LM 104	A4
Shredder	3	Powershred 60Cs Cross Cut, Bin type 22l, 10 sheet capacity,	Medium
Shredder oil	3		120ml
Binder	1	Punch capacity 17 sheets Maximum binding capacity 300 sheets Comb size 38 mm	470 mm (L) x 400mm (W)
Camera memory Cards	3	San Disk SD ultra 128GB SDXC	
Label Printer	1	QL -1100 Label Printer ,Prints 102mm wide, USB	
3 step ladder	2	Single step, Non slip rubber feet ,safe working load 135kgs	medium

ALL CORRESPONDENCE MUST BE DIRECTED TO THE OFFICE OF THE MUNICIPAL MANAGER
Tel: 0475641207/8 Fax: 0475641206 Email: fmshiywa@psjmunicipality.gov.za
www.psjmunicipality.gov.za



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Library outreach programs equipment SPECIFICATION

ITEM	QUANTITY	DESCRIPTION	SIZE
Branded banners	2	<ol style="list-style-type: none">1. Tear drop banner printed both sides with PSJ & DSRAC Logo, written Library services- Green and Blue.2. Wall banner printed PSJ & DSRAC Logo, written Library and Information services.	2 meter 3X3 Meter
Gazebo Tent	1	Printed on all sides with PSJ and DSRAC Logos and written Library and Information services. .	3x3m
Camp chairs	8	Foldable Blue in color and branded with PSJ and DSARC logo.	Standard size
Foldable tables	2	White 183x76CM	183X76 CM
Newspaper rank	1	Metal Free Standing Steel Newspaper rack	

Prepared by :

Date : 10 February 2021

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Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80

Maximum at the BBBEE verification level = 20

Functionality Assessment

Maximum Points = 40

Bidders need to score minimum of 30 points in order to be evaluated for price

Evaluation Criteria	Maximum Points (50)
<u>Experience</u> A company must attach two appointment letter or recommendation letters for similar projects undertaken of value greater than R 30 000.00 (NB The Appointment letters or signed official Order must be signed and be on a letterhead of particular that organization)	20 (10 points each)
Attach surety for Financial assistance from the registered Institution	20

Enquiries regarding this advert must be directed to Ms Lindeka on 087 1066 168 during office hours

Yours in developmental local government



Mr. H. T. Hlazo
Municipal Manager

Date 24/02/21