



INVITATION TO BID FOR SUPPLY AND DELIVERY OF CLEANING MATERIAL

BID NO.	PROJECT NAME	PLACE & TIME	BID CLOSING DATE
PSJLM – CORP - 2020/21 - 03	Supply and Delivery of Cleaning Material	Port St. Johns Municipal Offices Closing @11H00	18 – 09 - 2020

Bid Documents containing details and requirements of this project will be available from **03 September 2020 at Port St. Johns Municipal Finance offices**, upon payment of a **non-refundable fee of R389.95** per document (either in cash or by means of EFT made payable to Port St Johns Municipality). Municipal banking details are obtainable at Revenue Office.

Completed proposal and supporting documentation must be placed in a **sealed envelope** clearly marked on the outside of the envelope with bid details of project it is meant for, e.g: **PSJLM-CORP - 2020/21-03 Bid: Supply and Delivery of Cleaning Material**

The envelope must be dropped in the marked bid box placed at the Reception Area - Port St. Johns Municipal offices, Erf 257 Main Street, not later than **11:00 AM** on the date as mentioned above. All the received bids will be opened in public at the same time and date.

SCM related enquiries shall be directed to Ms. Mtshamba within normal office hours at (047) 564 1207/8 or scmpsjmunicipality@gmail.com **All enquiries related to specification shall be directed to Ms Z. Mahanjana on (047) 564 1207/8 or zmahanjana@yahoo.com.**

Price & Preferential Policy

Price	: 80 Points
B-BBEE Status Level of Contribution*	: 20 Points (Ref: Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations)
TOTAL	: 100 Points

BIDDERS MUST SUBMIT THE FOLLOWING:

- Service Provider must be registered on Central Supplier Database and submit a detailed CSD report.
- Rates clearance statement which is not older than 60 days obtained from your respective Municipality or lease agreement. If exempted please attach letter of exemption from your respective Municipality's revenue office as proof that the bidder as per the Municipality's valuation roll does not own any property.
- Compliance Tax Pin for verification on SARS website and Tax Reference number.
- A certified copy of B-BBEE certificate and for joint ventures B-BBEE must be combined and certified, B-BBEE certificate must be SANAS approved or sworn affidavit with stamp from Commission of Oath.
- Any other information to support the project must be provided
- A firm delivery period must be indicated
- All other information is contained on the Tender Document

- In the case of a Joint Venture, a detailed Joint Venture Agreement must be submitted indicating the level of involvement and responsibilities of each Joint Venture partner must be submitted. Individual partners are to comply and submit all relevant documents. All other pre-requisites as detailed in the on Terms of Reference Documents shall apply.
- Failure to comply /complete the tender document and all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned Bids will not be considered.
- Bidders will be assessed only on Price in accordance with the Municipality Supply Chain Management Policy and in terms of Preferential Policy Framework Act, 2000 (Act No.5 of 2000) as explained above.
- Proposals are to hold good for a period of 90 days (validity of bid) from the date of bids closing.
- If communication is not received from Port St Johns Municipality within 90 days of the bid consider your Bid as non-responsive.

Port St. Johns Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of the bid or cancel the Bid.

ISSUED BY:



MR H.T Hlazo
Municipal Manager

26/08/2020
Date