



PORT ST JOHNS  
MUNICIPALITY  
FOR THE PEOPLE OF PORT ST JOHNS

## ADVERTISEMENT

BID NO.	Project Name	Closing Place and Time	Enquiries for the Project	Closing Date
PSJLM-SCM-2021/22 – 07	Supply and Delivery of Stationery for a period of One year when the need arise	Port St. Johns Municipal Offices <b>Closing @11H00</b>	SCM Office – 047 564 6745 Email add <a href="mailto:nbaleni@psimunicipality.gov.za">nbaleni@psimunicipality.gov.za</a>	20 – 10 – 2021
PSJLM-SCM-2021/22 – 09	Supply and Delivery of Office Furniture for a period of One year when the need arise	Port St. Johns Municipal Offices <b>Closing @11H00</b>	SCM Office – 047 564 6745 Email add <a href="mailto:nbaleni@psimunicipality.gov.za">nbaleni@psimunicipality.gov.za</a>	20 – 10 – 2021

Bid Documents containing details and requirements of these projects will be available from **05 October 2021** at Port St. Johns Municipal **Finance offices**, upon payment of a **non-refundable fee of R405.15** 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. **Tender Documents can also be downloaded on eTenders website for free [www.etenders.gov.za](http://www.etenders.gov.za)**

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 – SCM - 2020/21 – 07, Supply and Delivery of Stationery for a period of One year when the need arise (Failure to adhere to that will lead to Bid not being considered)**

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.

All Supply Chain related enquiries shall be directed to Mrs N. Baleni – Gxumisa within normal office hours at **(047) 564 1207/8** or [nbaleni@psimunicipality.gov.za](mailto:nbaleni@psimunicipality.gov.za).

### 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 Providers must be registered on CSD and submit a detailed CSD report.
- Valid Current Rates clearance statement of Company or Its Directors which is not older than 90 days obtained from your respective Municipality or attach a signed lease agreement by both Lessor and Lessee. If exempted please attach letter of exemption from your respective Municipality's revenue office as proof that the bidder or its directors as per the Municipality's valuation roll does not own any property that is not older than 90 days.
- 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 a signed Sworn Affidavit with original stamp from Commission of Oath not later than 90 days.
- Any other information to support the project must be provided
- All other information is contained on the Tender Document
- In the case of a Joint Venture, a detailed Joint Venture Agreement must be signed by both parties directors or as per company resolution and 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.
- 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 on Functionality and 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.

**Special Conditions of Contract for Supply and Delivery of Office Furniture**

- **Only locally manufactured product will be considered with a prescribed minimum threshold for local production and content will be considered.**
- **Minimum threshold for Office Furniture is 85 %**
- **If Raw material or input material is not available in the country bidders must obtain a written authorization from DTI to import such raw material.**
- **A copy of a written authorization letter must be submitted together with the bid at the closing time and date of the bid failing to do will invalidate your bid.**
- **Must have supporting letters from the manufacturers**

**Complete annexure C, D and E as well as MBD 6.2**

**Email address to request the exemption letters is: [khumalop@thedti.gov.za](mailto:khumalop@thedti.gov.za)**

**Failure to attach and complete these documents will lead to bidder being disqualified.**

**ISSUED BY:**

  
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**Mr. H.T Hlazo**  
**Municipal Manager**

23/09/2021  
 Date

