

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
Website: www.xhariep.gov.za: E-mail: moletsanel@xhariep.gov.za

Date: 24 October 2018

Xhariep District Municipality
20 Louw Street
Trompsburg
9913

Enquiries: Mr JS Matobako
Manager: Supply Chain Management
Tel no: 051 713 9300/7/11

RE-ADVERTISEMENT

REQUEST FOR PROPOSALS(S): SUPPLY AND MAINTENANCE OF PRINTERS AND COPIERS

An advertisement is hereby placed in terms of **Chapter 2 (18) (a)** of the Supply Chain Management policy of Xhariep District Municipality. The Municipality invites prospective service providers/suppliers to provide the municipality with the above mentioned services.

The closing date of the advertisement will be on the **1st of November 2018, 12H00 midday** after which the determination of the successful service provider/supplier will be decided using the **80/20** preference points system as **shown below**. All the bids document(s) must be put in the municipal bid box.

EVALUATION CRITERION

1. FUNCTIONALITY

This method of evaluation will be used as a pre-requisite for all the providers/suppliers to qualify for the second stage of evaluation where **PRICE AND B-BEE** status will be used. A minimum threshold of **70%** must at least be achieved by service providers or suppliers for them to proceed to the second stage of evaluation. *See document for more details*

2. POINTS ALLOCATION FOR BOTH PRICE AND B-BBEE WILL BE AS FOLLOWS:

No	Element	Points
1	Price	80
2	B-BBEE	20
	Total Points	100

Price- 80
B-BBEE- 20
100

DOCUMENTS TO BE SUBMITTED

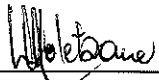
- Proof of (CSD) Central Supplier Database Registration must accompany the bid document;
- Tax Clearance Certificate/Compliance Status Pin;
- Proof of Company Registration (CK 1/2);
- B-BBEE certificate in order to claim points, (*not necessarily a disqualifications*); and
- Municipal rates and taxes account/ lease agreement.

SPECIAL CONDITIONS

- Bid documents are available at **non-refundable cash payment of R600.00;**
- The 80/20 preference points system will be used for all these tender/bid;
- All prices quoted should be valid for a period of ninety (90) days and where applicable, be inclusive of VAT;
- Proof of (CSD) Central Supplier Database Registration must accompany the bid document;
- Bids must be enclosed in a sealed envelope clearly stating the tender number;
- No bid documents will be accepted if not properly sealed and marked;
- The general conditions of contract will be applicable to this tender;
- Bids not fully completed and signed by the bidders will be rejected;
- Proof of municipal rates and taxes/lease agreement must be attached;
- No rectification/correction fluid will be used on the document;
- Bids received after closing **TIME** and/ or **DATE** will **NOT** be considered;
- All bids that do not comply with the above conditions will be disqualified;
- The bid with the lower/lowest price or higher/highest points may not necessarily be accepted;

Xhariep

- The Municipality reserves the right to sub-divide the contract and/or accept any portion of any bid thereof;
- Xhariep District Municipality reserves the right not to award any contract to any bidder; and
- **Bids must be placed in the Xhariep District Municipality's tender box. No emailed or faxed tenders will be accepted**



Ms EY Moletsane
Municipal Manager