

STEVE TSHWETE LOCAL MUNICIPALITY

TENDER NO: BS01/08/2012
CLOSING DATE: 18 SEPTEMBER 2012

RENTAL OF PHOTOCOPIER MACHINES BY VARIOUS DEPARTMENTS FOR A PERIOD OF THIRTY SIX (36) MONTHS

The Steve Tshwete Municipality hereby invites tenders from experienced and suitably qualified service providers for the provision of rental of photocopier machines by various departments for a period of thirty six (36) months.

Tender documents and specifications are available and can be obtained from Ms Patience Ngubeni, Department of the Senior Manager: Legal & Administration, Room C301, Municipal Building, Wanderers Avenue, P O. Box 14, Middelburg, Mpumalanga, 1050, Tel: (013) 249-7240 & Fax: (013) 243-2550) against payment of a non-refundable tender amount of R250.00. Only bank guaranteed cheques or cash will be accepted. Cheques shall be made payable to the Steve Tshwete Local Municipality.

A compulsory clarification meeting with representatives of the Employer will take place at the Civic Centre, Law Library, Second floor on Wednesday, 15 August 2012 starting at 10:00 hrs.

The closing time for receipt of tenders is **12:00, Tuesday, 18 September 2012**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Duly completed tender enclosed in a sealed envelope marked **"TENDER NO. BS01/08/2012: Rental of photocopier machines by various departments for a period of thirty six (36) months"** with the name of the Tenderer, shall be deposited in the tender box provided at the Steve Tshwete Local Municipality on the 2nd floor, Civic Centre, Wanderers Avenue, Middelburg, before **12:00** on the closing date. The tenders will be opened in public.

Tenders will be evaluated on the basis of price.

Technical queries may be directed to the Mr Noah Chauke 013 249 7165. Telegraphic, telephonic, telex, facsimile, e-mail, electronic and late tenders will not be accepted.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 90 points will be allocated in respect of price and 10 points in respect of B-BBEE Status level of contribution . Tenderers must have the necessary skills, experience and capacity to perform the required work.

Documents need to be submitted with the bid:

- *Company Registration Documents*
- *Original Valid Tax Clearance Certificate*
- *Valid certified copies of the BBBEE status Certificate (Not compulsory but failure to submit no points will be awarded for the status)*

No awards will be made to a person:

- Who is in the service of the state,
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state,
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The Council is not bound to accept the lowest or any tender.

W D FOUCHÉ
MUNICIPAL MANAGER