



TENDER NOTICE AND INVITATION TO TENDER

Tender No.	Description	Contact Person
8/2/2/5-2019	Tender for the supply and delivery of printer cartridges to the Sedibeng district municipality information technology department.	Queen Matsie Tel: (016) 450-3202/3000
8/2/2/3-2019	Tender for the supply and delivery of mobile communication equipment, data devices and data bundles to the Sedibeng District Municipality Information Technology Department.	Queen Matsie Tel: (016) 450-3202/3000
8/2/2/4-2019	Tender for the supply and delivery of computer equipment, printers and other peripherals to Sedibeng District Municipality Information Technology Department.	Queen Matsie Tel: (016) 450-3202/3000

The employer is the Sedibeng District Municipality.

The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenue, Vereeniging.

(Contact Person: **Sophy Ntjepela at 016 450 3131/3000 for SCM Enquiries**)

Documents may be collected during working hours after **08:30 to 15h30 on Thursday, 19 September 2019 during weekdays thereafter.**

A non-refundable tender deposit of **R 350.00** payable by cheque or cash made out in favour of the employer (Sedibeng District Municipality) is required on collection of the tender documents (project documents).

The closing time for receipt of bid tender document is **12:00 on Thursday, 31 October 2019**. Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders, completed as prescribed, shall be sealed in an envelope marked with the bidders address, Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality, Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor).**

- **Bidders must take note of the following:**
- Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality;
- Bids will be evaluated according to the **80/20** preferential points system;
- Persons in the service of the state are not allowed to bid;
- The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- Late, unsigned, or incomplete bids will be disqualified;

- Bidders are requested to submit **two copies** (one copy and one original). Each copy must be clearly marked **"copy"** and **"original"**;
- Bidders that are not registered on the Database will result to the tender being **"Non Responsive"**
- Bidders are requested to read and take note of the "Information to Bidders" attached on the bid document;
- All prospective suppliers are requested to attach their **Central Supplier Database (CSD) registration number**;
- The CSD Summary Report must be attached to the tender document submitted to Sedibeng District Municipality Main Building 3rd Floor;
- Bidders who are not registered on the CSD are requested to contact National Treasury at **csd@treasury.gov.za** or on **012 406 9222** for any assistance / Sedibeng District Municipality Tender Advisory Helpdesk on **016 450 3142/3000**
- Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order;
- Bidders must ensure that the company status is **"In business"** with the Company and Intellectual Property Commission (**CIPC**);
- Bidders are requested to read and take note of the "information to Bidders" attached on the bid document;
- Bidders are required to submit original or certified copies of B-BBEE Status Level Verification Certificate together with their bids to substantiate their B-BBEE rating claims; and
- Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths
- A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
- Tenderers should attach an Up to date utilities Account or Statement/Lease Agreement. Failure to attach these documents will result to a tender being non-responsive.