



TENDER NOTICE AND INVITATION TO TENDER

Tender No.	Description	Contact Person
8/2/4/4-2018	Proposals for Lease of 13 photo-copier machines to the Licensing Departments of Sedibeng District Municipality.	Mr. Mojalefa Mokhachane Tel: (016) 450-3921/3000

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 Avenues, Vereeniging. (Contact Person : Ms. Sophy Ntjepela at 016 450 3131/3000 for SCM Enquiries)

Documents may be collected during working hours after **08:30 to 15h30 from Friday, 24 August 2018 and during weekdays thereafter.**

A non-refundable tender deposit of **R310.00** 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 the above tender is **12:00 on Thursday, 13 September 2018.** 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 will be evaluated according to the **80/20** preferential points system;
- Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality;
- 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 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**);
- A letter of authorization for the delegated person to sign the declaration and the bid document **MUST** be attached;
- 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;
- Exempted Micro Enterprises can submit a letter from the accounting officer; and
- A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
- All prospective suppliers are requested to attach their **Central Supplier Database (CSD)** registration number / (CSD) Summary Report;
- 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 or Sedibeng District Municipality tender advice services helpdesk @016 450 3142 for any assistance.

Tenderers should attach an Original Valid Tax Clearance Certificate and Up to date utilities Account / Statement. Failure to attach these documents will result to a tender being non-responsive.