



ADVERTISED IN: The Star
PUBLISHING DATE: Friday 10 March 2023
TENDER NOTICE: CORP(ADM) 02/2023

MOGALE CITY LOCAL MUNICIPALITY

Tenders are hereby invited for the following Office: Corporate Support Services: Section: Administration

TENDER NO: CORP(ADM) 02/2023

TENDERS ARE HEREBY INVITED FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY, INSTALLATION AND LEASING OF DIGITAL MULTIFUNCTION PHOTOCOPIERS WITH HARD DRIVES INCLUDING AUTOMATIC PERFORATING AND NUMBERING MACHINE AND COLOUR COPIERS WITH FIERY UNIT, COINBOXES WITH MAINTENANCE FOR A PERIOD OF THREE (3) YEARS.

Compulsory Briefing Session will be held on **Friday 17 March 2023 at 10:00am** at **Mayoral Chamber, Civic Centre, Corner Commissioner and Market Street, Krugersdorp, 1739.**

Adjudication: 80/20

Tenders will be evaluated using functionality evaluation **criteria of 15 points** of which the service provider is required to score the minimum of **08 points** in order to be considered for further evaluation. Tenders will be evaluated using the 80/20 preference point system which awards 80 points for Price and 20 points for Specific goals and BBBEE status level of contribution in accordance with the table below:

- 80 points for Price
- 10 points for BBBEE level of contribution
- 10 Points for specific goals

| B-BEE Status Level of Contributor | Number of Points for Preference (80/10) |
|--|--|
| 1 | 10 |
| 2 | 8 |
| 3 | 6 |
| 4 | 4 |
| 5 | 2 |
| 6 | 2 |
| 7 | 2 |
| 8 | 2 |
| Non-compliant contributor | 0 |

| Local area of supplier | Number of Points for Preference. |
|--|----------------------------------|
| Within the boundaries of the Municipality | 10 |
| Outside of the boundaries of the Municipality, but within the West Rand District Municipality. | 6 |
| Within the boundaries of Gauteng Province | 4 |
| Outside of the boundaries of Gauteng Province | 0 |

Documents Collection: Documents can be downloaded from the e-portal at www.etenders.gov.za or www.mogalecity.gov.za.

Technical Enquiries: Nonkululeko Gumbi/Lucas Maja Tel: 011 951 2578/2443

Tender Documents: Maropeng Mokhatla Tel: (011) 951 2541/2014/2177/0718846958

Documents available: As from **Friday 10 March 2023** on www.etenders.gov.za or www.mogalecity.gov.za

Closing date: Wednesday 12 April 2023

Time: 11:00

Tender Box

Venue: Tender boxes are situated at the reception desk of the Supply Chain Management Unit, situated on the upper level of the West Wing of the Mogale City Civic Centre, Corner Commissioner and Market Streets in Krugersdorp.

A. MANDATORY DOCUMENTS:

(IF NOT PROVIDED THE BID WILL BE INSTANTLY DISQUALIFIED.)

1. The bidding entity must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
2. The director(s) of the bidding entity / Joint Venture / consortium must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
3. The bidding entity must submit a valid signed lease agreement or rental statement which is in the name of the business and or the directors, which must stipulate who is responsible for payment of municipal services.
4. If the Bidding Entity operates from Informal settlement and is not responsible for municipal account / services:
 - 1.4.1 the bidder must submit Confirmation on Municipality / Metro letterhead signed and stamped from the ward Councilor / delegate with contact details.
5. If the bidding entity operates from parents' place / director's place or any other place and is not responsible for Municipal account / Services.
 - 1.5.1 The bidder must submit the property owner's Municipal account and Sworn Affidavit of the property owner with the original stamp from the Commissioner of Oaths.

6. If the bidding entity's property is new and has not been registered nor received any Municipal account, a Conveyancer's letter must be submitted as confirmation with the date of transfer.
7. Completed and signed the Declaration of Municipal Account.
8. Submit Central Supplier Database (CSD) Registration Report or Summary Report.
9. Completed and Signed Schedule of Pricing as issued in the document.
10. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.
11. Fully completed and signed briefing session attendance register.
12. Completed and signed the below Municipal Bidding Documents
 - 12.1 MBD 1: Invitation to tender
 - 12.2 MBD 4. Declaration of Interest.
 - 12.3 MBD 6.1 Preferential Points
 - 12.4 MBD 8: Declaration of bidders past supply chain management practices
 - 12.5 MBD 9: Certificate of independent bid determination.

B. ESSENTIAL DOCUMENTS

13. Tax Clearance Certificate / Tax Compliance Status documents with Pin.
Each company within the Joint Venture / Consortium must submit Tax Clearance Certificate or a copy of Tax Compliance Status document with Pin.
14. Copies of director's ID not older than three (3) months, not a copy of a certified copy.
15. Copies of their BBBEE certificates from an accredited BEE verification agency with their tender submission or sworn Affidavit.

C. BIDDING TENDER CONDITIONS:

1. All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ www.csd.gov.za.
2. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.
3. According to the amended Codes of Good Practice, an *Exempted Micro Enterprise (EME)* is only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less and level of Black ownership to claim BEE points.
4. According to the amended Codes of Good Practice, Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R50 million or less and level of Black ownership to claim BEE points.
5. A trust, consortium or joint venture will qualify for points for the BBBEE status level as a legal entity, provided that the entity submits their consolidated BBBEE status level certificate. If a bidder does not submit a certificate substantiating the BBBEE status level of contribution/ and Affidavit or is a non-compliant contributor, the bidder will not be disqualified in the bidding process but score zero (0) points.
6. Tenders by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severally bound.

7. No electronic signature will be accepted in the bidding document. The bidder's signature must always be signed by hand in black ink.
8. No late tender will be accepted.
9. Telefax or e-mail tenders will not be accepted.
10. All bids must be submitted on the official and original forms and must not be re-typed, copied or scanned. Tenders must only be submitted on the bid documents as provided by Mogale City Local Municipality.
11. Tenders must be completed in black ink, hand written and must not be typed.
12. The use of tipp-ex is not allowed on the bid documents.
13. Bids completed in pencil will be regarded as invalid bids.
14. No page(s) must be removed from the original tender document.
15. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender document;
16. In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initials at each and every alteration. The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
17. The lowest or any tender will not necessarily be accepted, and Mogale City reserves the right to accept a tender in whole or in part.
18. The Municipality reserves the right to appoint and not to appoint.
19. The validity period for this tender is ninety (90) days.
20. A Corporate social responsibility contribution of two (2) percent inclusive of 15%VAT will be levied on all companies/ service providers appointed as successful bidders if such companies are not based in the area of jurisdiction of Mogale City.
21. The Municipality reserves the right to negotiate a fair market related price with recommended bidders after a competitive bidding process or price quotations.
22. All tender prices must be inclusive of VAT for all registered VAT vendors.
23. All bid prices must be in RSA currency and inclusive of VAT.
24. In the instance of a term tender (period longer than one year), please indicate the estimated annual price increase and the intervals of such increases, failure to indicate the escalation will lead to a disqualification.
25. Bids will be opened immediately after the closing date and time in a venue to be indicated.
26. Bids must be submitted in original plus a copy and electronically on a USB.
27. No bids will be accepted from persons in the service of state as it is defined in the Municipal Finance Management Act and Regulations.
28. The supply Chain Management Policy of Mogale City Local Municipality allow persons aggrieved by decisions or actions taken by the municipality in the implementation of its supply chain management system, to lodge within fourteen (14) days of the decision or action a written objection or complaint to the municipality against the decision or action.
29. Tender documents may be downloaded from e-tender portal at www.etenders.gov.za as well as www.mogalecity.gov.za.

OFFICE OF THE MUNICIPAL MANAGER