



INVITATION TO BID

SUPPLY AND DELIVERY OF TWO(2) ELECTRICAL THERMAL BINDING MACHINES WITH RELATED BINDING STRIPS: JGDM 2020/21-023

Joe Gqabi District Municipality invites reputable, suitable qualified and experienced service providers to submit bids for the **“SUPPLY AND DELIVERY TWO (2) ELECTRICAL THERMAL BINDING MACHINES WITH RELATED BINDING STRIPS”**.

Bid documents will be available from the www.etenders.gov.za and the Joe Gqabi District Municipality website www.jgdm.gov.za. Hard copies of the bid document will be made available from Joe Gqabi District Municipality SCM offices from **WEDNESDAY , 10 MARCH 2021** upon payment of a **non-refundable** fee of R100 (One hundred rand) for each document (either in cash or by means of a bank guaranteed cheque or direct bank deposit to ABSA, 2380000019) made payable to the Joe Gqabi District Municipality. Payments must be made at the Cashier's Office, which is situated at the ground floor, **Cnr of Graham and Cole Streets, Barkly East** between the hours of **08h00** and **15h00** prior to the collection of the bid documents.

Completed bid documents must be placed in a sealed envelope clearly marked **“SUPPLY AND DELIVERY OF 2(TWO) THERMAL BINDING MACHINES WITH RELATED BINDING STRIPS” – JGDM 2020/21- 023** These must be deposited in the Tender Box of Joe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than **12h00 pm** on **THURSDAY, 25 MARCH 2021**.

EVALUATION CRITERIA

The bids will be evaluated on the basis on the Preferential Procurement Policy Framework Act (ActNo.5, 2000), and the regulations pertaining thereto (2017), as well as the Joe Gqabi District Municipality's Supply Chain Management Policy 80/20 preference point system will be used.

FUNCTIONALITY ASSESSMENT

Bids will firstly be evaluated on functionality, and thereafter on a preferential procurement points system.

CRITERIA	EVIDENCE	MINIMUM POINS	MAXIMUM POINS
<u>COMPANY EXPERIENCE:</u> Bidders previous experience in providing similar service to support municipalities or similar institution (5 points per appointment that is completed or currently on site up to a maximum of 25 points)	Attach copies of Orders or Appointment Letters or Contract and Corresponding Reference letters from previous clients (Reference letter should include Name of bidder, Project Name and Number, Project Value, Duration and recommendation from the client).	15	25
TOTAL POINTS		15	25

Functionality assessment is detailed in the bid document. A minimum score of 15 points out of 25 must be scored in order to proceed to the Financial Evaluation.

PRICE AND B-BBEE

PRICE	80
B-BBEE	20

In terms of Regulation 5(2) and 6(2) of the revised Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contributions. Submission of a valid B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) is a requisite. Sworn affidavits from Exempted Micro Enterprise (EME) with an annual turnover of R10 million and less will be accepted. Bidders will not be disqualified for non-submission of a B-BBEE Verification Certificate but will be declared as non-compliant contributor. Trusts, consortiums or joint ventures are advised to submit a consolidated B-BBEE scorecard. Originally, certified copies must not be older than 3 months.

It must be expressly understood that the Municipality disclaims any responsibility for seeing that Tenders sent by post or delivered in any other way, are lodged in the Tender Box. It is accordingly preferable for the Tenderer to personally ensure that the Tender is placed in the Tender Box by the Tenderer's own staff, or where appropriate, a courier appointed by the Tenderer.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1. JGDM shall not do business with any person in the service of the state**
- 2. Bidders must be registered on National Treasury's Central Supplier Database (CSD)**
3. The Joe Gqabi District Municipality Supply Chain Management Policy will apply
4. The Joe Gqabi District Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and to award to more than one bidder.
5. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted
6. All pages must be signed where necessary
7. Additional annexure(s) is/are accepted only if cross referencing has been done and the page signed
8. Bids submitted are to hold good for a period of 90 days
9. An originally certified copy of the BBBEE certificate or sworn affidavit must be attached to the tender for BBBEE points to be allocated. In the case of a Trust, Joint Venture, or Consortium, a consolidated BBBEE certificate or sworn affidavit for the parties involved should be attached in order to qualify for BBBEE points.
10. SARS pin and Tax Reference Number to be declared in the bid (cover page of the bid document). In the case of a Trust, Joint Venture, or Consortium each party to a Trust/Joint Venture/Consortium should submit a separate Tax Clearance Certificate
11. Bid documents must remain intact
12. Attach a proof of company office address (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY**
13. Use of Tippex AND erasable ink will render the bid non- responsive
14. Declaration pages must be fully completed and signed
15. Joint Ventures/consortiums must provide signed copies of such agreements and all other returnable documents for each partner to the Joint Venture.
16. Failure to complete ALL the supplementary information may result in the bid being deemed non-responsive.

The Council reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion.

Please refer all enquiries to the Manger: SCM - Ms N Mlotywa in writing at procurement@jgdm.gov.za during office hours (08h00-16h00) Monday to Friday

MR Z.A.WILLIAMS
MUNICIPAL MANAGER