



MKHONDO
LOCAL MUNICIPALITY

**APPOINTMENT OF A REPUTABLE SERVICE PROVIDER FOR PROVISION OF
EMPLOYEE ASSISTANCE PROGRAMME SERVICES FOR MKHONDO LOCAL
MUNICIPALITY EMPLOYEES AS AND WHEN REQUIRED FOR A FIXED PERIOD
OF THIRTY-SIX (36) MONTHS**

PROJECT NO: MKHO09/2018/19

Mkhondo Local Municipality invites suitable and registered service providers to submit bid sealed tender, duly endorsed as per description below:

Bid No.	Description	Bid Document Available From	Non-Refundable Bid Document Price	Compulsory Briefing Session Date, Time and Venue	Evaluation Criteria	Tender Closing Date
MKHO09/2018/19	APPOINTMENT OF A REPUTABLE SERVICE PROVIDER FOR PROVISION OF EMPLOYEE ASSISTANCE PROGRAMME SERVICES FOR MKHONDO LOCAL MUNICIPALITY EMPLOYEES AS AND WHEN REQUIRED FOR A FIXED PERIOD OF THIRTY-SIX (36) MONTHS	23/08/2018	R350.00	23 August 2018; 10h00 at Mkhondo Town Hall	80/20	04 September 2018, 12h00

A compulsory briefing session will be held on the **23rd of AUGUST 2018 @ 10h00**, Prospective bidders are requested to meet on the said date and time at MKHONDO Local Municipality Town Hall.

Preferential Procurement Policy framework Act No.5 of 2000: Preferential Procurement Regulations 2017 and Supply Chain Management Policy of MKHONDO Local Municipality will apply in the adjudication process. Method 4 of evaluation of the acceptable proposals will be applied.

Tenders will be adjudicated according to the 80/20 of the Price Preferential point system and Method 4 of evaluation. Responsive bids are expected to score at least a minimum of 60 out of 100 for functionality points to be considered for further evaluation.

According to the Preferential Procurement Policy Framework Act No.5 of 2000: Preferential Procurement Regulations 2017, an 80/20 Price Preferential Point System will be applicable for this tender. Original or certified valid copy of B-BBEE Certificate / or sworn B-BBEE affidavit must be submitted to claim preference points. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process.

Tenders must be accompanied by the following *mandatory* returnable documents, failure which will result in tenders not being accepted or non-responsive: Detailed company profile, Comprehensive CSD registration report (not older than one month from tender closing date), A valid original Tax Clearance Certificate, certified identification copy of Directors, certified copy of company registration certificate, and current municipal account (not in arrears more than 90 days) / valid and signed lease agreement must be attached.

This tender document should be in a sealed envelope duly endorsed “**BID NUMBER AND DESCRIPTION.**” must be placed in the tender box situated at the Mkhondo Town Hall, on or before **04 SEPTEMBER 2018 at 12:00** at the Municipal Offices, corner Mark and De Wet Streets, eMkhondo.

Collection of bid documents: Tender documents are obtained on payment of a non-refundable fee as specified and can be collected from the Mkhondo Cashier's offices (Revenue Division), Municipal Offices, eMkhondo, 087 630 0810 between 08:30-15:00 Monday to Friday excluding **weekend and public holidays from the 23rd of August 2018**. Please note that no bid document will be couriered to prospective bidders. Tenders received after closing date and time, faxed, completed with pencil, typexed, incomplete document or e-mailed will not be considered.

NOTE: Only those tenderers who are registered on the Central Supplier Database (CSD) are eligible to submit tenders for this contract. The council reserves the right to appoint more than one service provider. The Council does not bind itself to accept the lowest or any tender. The Council may elect to accept only part of the successful tender. Council reserve the right not to appoint or withdraw the invitation. The evaluation, adjudication and the award, if an award is made, will be in conformity to the requirements of the Supply Chain Management Regulation, the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2017. This bid is subject to the, Mkhondo Local Municipality Supply Chain Management policy. Only the version of this notice and invitation contained in the tender document shall form part of the tender. Tenders may only be submitted on the tender documentation that is issued. Tenders should be valid for a period of not less than ninety (90) days.

For enquiries contact M.C Gumede during business hours (087) 630 0180, E-mail address: mgumede@mkhondo.gov.za

The closing of tender will only be administered at Town Hall, 33 Mark Street, eMkhondo, 2380
Closing date : **Tuesday 04 September 2018 at 12h00**

If you do not hear from us within 90 days after the closing date, please consider your tender unsuccessful.

Mr. M Kunene
Municipal Manager