

PART T1: TENDERING PROCEDURES

1. GENERAL

1.1 TENDER NOTICE

T1.1 TENDER NOTICE AND INVITATION TO TENDER

MBD 1 INVITATION TO BID



MKHONDO
LOCAL MUNICIPALITY

SUPPLY AND DELIVERY OF LAPTOPS FOR MKHONDO LOCAL MUNICIPALITY (ONCE-OFF)

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

Bid No.	Description	Non-Refundable Bid Document Price	Compulsory Briefing Session	Preferential Procurement Point System	Evaluation Criteria	Tender Closing Date
MKHO09/2021/22	Supply and Delivery of Laptops for Mkhondo Local Municipality (Once-Off)	R350.00	Due to Covid , there will be no compulsory briefing session	80/20	Method 4	24 September 2021, 12h00

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

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. Where applicable, supplied goods must meet and conform to the minimum local content thresholds, General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201.

Proposed Prices and rates should be all Inclusive (Inclusive of Vat for Vat Vendors). Bids should be accompanied by the following compulsory documents (non-submission will result to bid being non-responsive): A valid SARS PIN, recently certified identification copies of Directors, certified copy of Company registration certificate, CSD registration number (to be verified on evaluation), current municipal account statement (not owing more than 90 days) / proof of lease agreement must be attached if renting (Bidders residing in a non-billed areas must attach proof of residence / letter from Tribal Authority).

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 **24th of September 2021 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, 017 285 0200 between 08:30-15:00 Monday to Thursday and Friday from 08:30 – 14:00 excluding **weekend and public holidays**. 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 these tenders. The Council reserves the right to appoint more than one service provider. The Council does not bind itself to accept or award the lowest priced tender. The Council may elect to accept only part of the successful tender. Council reserve the right not to appoint or withdraw the tender and the right to award the tender wholly or partly at its sole discretion. The adjudication process and the award, if an award is made, will conform 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. No correspondences will be entered into with regards to evaluation scores obtained. Tenders may only be submitted on the original tender documentation that is issued by the employer. Tenders are valid for a period of ninety (90) days after closing date.

For enquiries contact Mr. T.Mohlathe, Assets Practitioner during business hours 017 285 0337, E-mail address TMohlathe@mkhondo.gov.za; and Administrative Supply Chain enquiries to Ms Q.Z Mbatha (017) 285 0213, E-mail address QZMbatha@mkhondo.gov.za

The closing of tender will only be administered at Town Hall, 33 Mark Street, eMkhondo, 2380
Closing date : **Friday, 24th of September 2021 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
Mkhondo Local Municipality