



# Steve Tshwete Local Municipality

## INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

### STEVE TSHWETE LOCAL MUNICIPALITY

PROJECT NO. BS 01/03/2018

SUBMISSION DATE: 2018/03/20

### EXPRESSION OF INTEREST FOR THE SUPPLY AND DELIVERY OF LIBRARY BOOKS

Prospective suppliers are hereby invited from selected and qualified service providers for the supply and delivery of library books.

A compulsory clarification meeting with representatives of the Municipality will take place at the Gerard Sekoto Library Auditorium, Steve Tshwete Local Municipality, Corner Walter Sisulu Street and Wanderers Avenue, Middelburg, on 2018/03/09 **starting at 10H00. Only prospective suppliers who attend the compulsory clarification meeting will be allowed to take part in the exhibition scheduled for 13 & 14/03/2018 at Sydney Choma Banquet Hall, Walter Sisulu Street, Middelburg. Prospective suppliers who do not take part in the exhibition will not be invited to participate in the closed bidding process.**

Documents in respect of this submission will be obtainable from 2018/03/07 from Ms Rose Kalies, Department of the Director: Legal & Administration, Room B207, First floor, Municipal Building, Corner Walter Sisulu Street and Wanderers Avenue, Middelburg, Mpumalanga against payment of a non-refundable levy of R500.00. Only bank guaranteed cheques or cash will be accepted. Cheques shall be made payable to Steve Tshwete Local Municipality.

The closing time for the delivery of submissions is 2018/03/20 at 12H00. Telegraphic, telephonic, telex, facsimile, e-mail and late submissions will not be accepted.

Duly completed bid documents enclosed in a sealed envelope marked **"THE SUPPLY AND DELIVERY OF LIBRARY BOOKS"** with the name of the bidder, shall be deposited with Ms Rose Kalies, Department of the Director: Legal & Administration, Room B207, Municipal Building, Corner Walter Sisulu Street and Wanderers Avenue, P. O. Box 14, Middelburg, Mpumalanga 1050, Tel: (013) 249-7365 before 12h00 on 2018/03/20.

Queries relating to the issue of these documents may be addressed during normal office hours to: Nomakhosi Madondo, Tel number: 013 249 7298

Submissions may only be submitted on the documentation that is issued.

**Only prospective suppliers who score a minimum of 60 points for functionality will be invited to participate in the closed bidding process.**

**This document will be used to determine the functionality and responsiveness of the prospective suppliers, whereafter the qualifying suppliers will be invited to take part in a closed bidding process. Prospective suppliers must not submit any financial proposals with this document. Prospective suppliers are requested to only provide the following information requested: (Prospective suppliers who fail to submit the documents indicated as compulsory will be disqualified.)**

- Covering letter
- Company profile
- Completion of the Compulsory Enterprise Questionnaire - Compulsory
- Provision of a copy / print of Tax Clearance Certificate or Tax compliance status pin - **Compulsory**
- Completion of the Evaluation Schedule: Tenderer's experience / performance record on similar assignments - **Compulsory**
- Completion of the Evaluation Schedule: Proposed Logistics And Support Resources - **Compulsory**
- Completion of the Record of Addenda to the RFP - **Compulsory**
- Completion of Section 2.2 - **Compulsory**
- Summary of CSD registration - **Compulsory**
- Company registration documents (CK documents) - **Compulsory**

#### **NO AWARDS WILL BE MADE TO A PERSON:**

- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The Municipality reserves the right to withdraw any invitation to submit an expression of interest and/or to re-advertise or to reject any submission or to accept a part of it. The Municipality does not bind itself to accept the lowest price or award a contract to the prospective supplier scoring the highest number of points.

**B. KHENISA**  
**ACTING MUNICIPAL MANAGER**  
Steve Tshwete Local Municipality  
Municipal Civic Building  
Wanderers Avenue  
**MIDDELBURG**  
1050