

T1.1 TENDER NOTICE & INVITATION



**STEVE TSHWETE LOCAL MUNICIPALITY
TENDER NO: BS 05/12/2018
CLOSING DATE: 29/01/2019 AT 12H00**

APPOINTMENT OF SERVICE PROVIDER TO PERFORM RATES RECONCILIATION AND CLAIMS ON GOVERNMENT PROPERTIES FOR 36 MONTHS

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **APPOINTMENT OF SERVICE PROVIDER TO PERFORM RATES RECONCILIATION AND CLAIMS ON GOVERNMENT PROPERTIES FOR 36 MONTHS**

Tender documents and specifications are available and can be obtained from Ms. Rose Kalies, Legal & Administration Department, Room B207, Municipal Building, Corner Walter Sisulu and Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050 (Tel: [013] 249-7365, Fax: [013] 243-2550), at a non-refundable deposit of **R540,00**. Only bank guaranteed cheques or cash will be accepted. Cheques shall be made payable to the Steve Tshwete Local Municipality.

The closing time for receipt of tenders is **12:00hrs on 29/01/2019**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public.

Any technical enquiries relating to the tender document may be directed to the Chief Risk Officer, Mr. N. Tjia. He can be contacted at 013 249 7777.

A compulsory clarification meeting with representatives of the employer will take place at the Mayor's Boardroom, Civic Centre, Cnr Walter Sisulu and Wanderers Avenue, Middelburg, Mpumalanga, 1050 on 15/01/2019 starting at 09h00. Contract documentation will not be available on site.

Fully completed tender documents, clearly marked "**Tender No. BS 05/12/2018: APPOINTMENT OF SERVICE PROVIDER TO PERFORM RATES RECONCILIATION AND CLAIMS ON GOVERNMENT PROPERTIES FOR 36 MONTHS.**" with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the tender box on the 1st floor, **Steve Tshwete Municipality, Civic Centre, Corner Walter Sisulu and Wanderers Avenue, Middelburg**, by no later than 12h00 on 29/01/2018. The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby 60 points has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 90 points will be allocated in respect of price and 10 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- 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; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

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		BIDDER	WITNESS	EMPLOYER	WITNESS

The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)

- Original certified copy of valid BBEE Certificate (non-compulsory, failure to submit no points will be awarded) only SANAS accredited or Affidavits will be accepted.
- Copy of company registration certificate(CK) - Compulsory
- Copy of Tax compliance reference pin issued by SARS, to enable the municipality to verify the bidder's tax compliance status - Compulsory
- Copy of current municipal account (not older than 3 months) – copy of Lease Agreement – Compulsory
- CSD summary report – Compulsory

B.KHENISA
MUNICIPAL MANAGER
 STEVE TSHWETE LOCAL MUNICIPALITY
 Municipal Civic Building
 Wanderers Avenue
MIDDELBURG
 1050

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