

## T1.1 TENDER NOTICE & INVITATION



### STEVE TSHWETE LOCAL MUNICIPALITY

**TENDER NO.: BS14/04/2018**

**CLOSING DATE: 17/07/2018 AT 12:00**

### **APPOINTMENT OF A MAXIMUM OF 2 (TWO) COMMUNICATION AND ADVERTISING AGENCIES FOR PURCHASING OF BULK MEDIA FOR A PERIOD OF 24 MONTHS**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for APPOINTMENT OF A MAXIMUM OF 2 (TWO) COMMUNICATION AND ADVERTISING AGENCIES FOR PURCHASING OF BULK MEDIA FOR A PERIOD OF 24 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 **R500,00**. Payments can be made through bank guaranteed cheque payable to the Steve Tshwete Local Municipality or cash.

The closing time for receipt of tenders is **12:00 on 17/07/2018**. 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 MP Magutle, Assistant Director: Communications on (013) 249 7053

Fully completed tender documents, clearly marked "**Tender No. BS14/04/2018: APPOINTMENT OF A MAXIMUM OF 2 (TWO) COMMUNICATION AND ADVERTISING AGENCIES FOR PURCHASING OF BULK MEDIA FOR A PERIOD OF 24 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 12:00 on 17/07/2018**. The envelope must be endorsed with number, title and closing date as indicated above.

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 **80 points** will be allocated in respect of price and **20 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.

Only Service Providers with BBBEE Level 1 to 4 will be considered.

Only communications and media relations tenderers with no less than five (5) active accounts (with accredited media and communication companies) in the country will be considered.

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

- **Original certified copy of valid BBBEE 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**

**Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status-**