MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12:00   **CLOSING DATE: 17 MAY 2024**

TDR118/2023/2024: THE PRINTING AND DISTRIBUTION OF MONTHLY SERVICE ACCOUNTS AND NEWSLETTERS.

Tenders are hereby invited from service providers for the printing and distribution of monthly service accounts and newsletters for a period of three (3) years from 1 July 2024 to 30 June 2027.

Tenders must be submitted on the original documents and remain valid for one hundred and twenty days (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr Jannie Fourie at telephone (044) 606-5039 or e-mail at jfourie@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Mr Deslin Kohler at telephone (044) 606-5192 or e-mail to dkohler@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Mr Deslin Kohler who may be contacted at telephone (044) 606-5192 or e-mail at dkohler@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside) or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za),** prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

A compulsory online briefing meeting will take place at 14h00 on WEDNESDAY, 24 APRIL 2024 via Microsoft Teams.

Bidders who wish to attend the online briefing meeting via Microsoft Teams must log into the meeting using the following Teams login details:

Meeting ID: 334 770 242 537
Passcode: gHpYna

Bidders must log into the meeting 15 minutes before the start of the meeting, to ensure that the link is working.

Bidders that log in 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting. Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 17 May 2024** or be posted to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

The tender is subject to functionality criteria.

Bids will be pre-evaluated on following criteria and bids that score less than 45 out of 60 points will be considered as not responsive: Pre-evaluation criteria and weight:

1.   Company experience carrying a weight of 30 points
2.   References related to experience carrying a weight of maximum 30 points

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

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.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on this Database.

MR C PUREN
MUNICIPAL MANAGER