



UMZIMVUBU
LOCAL MUNICIPALITY

ADVERT DATE: 08 May 2024

**LEASE, INSTALLATION, MONITORING, AUTOMATION AND MAINTENANCE OF
MULTIFUNCTIONAL PRINTING / PHOTOCOPYING MACHINES FOR THE OFFICES
OF UMZIMVUBU LOCAL MUNICIPALITY: UMZ/GS/SG/2024-2026/002**

Umzimvubu Local Municipality seeks to appoint a qualified and an experienced service provider to lease, installation, monitoring, automation and maintenance of multifunctional printing / photocopying machines for the offices of Umzimvubu local municipality. The Municipality accordingly invites interested parties to submit bids in order to be considered for the appointment as a service provider. **MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BIENG DEEMED TO BE NON- RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. 20 points will be allocated to specific goals: 5 points for companies 100% owned by youth, 5 points for 100% Female ownership and 5 points for 100% Black ownership and 5 points for Disabled individuals with a submission of Occupational Therapy assessment report or certified independent impairment ratter. The bid will be evaluated on 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Originally Certified ID Copies of Managing Directors/ Owners. Properly filled and signed MBD forms 4, 6.1, 8 and 9 and Billing clearance certificate or statement of municipal accounts, affidavit, confirmation letter with declaration that a company does not owe municipal services for more than 90 days are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at Dabula Street Sophia, KwaBhaca/Mt Frere, Eastern Cape, 5090 to be closed not later than 12h00 noon on the **22nd May 2024** where they will be opened in public. All tenders must be clearly marked **"LEASE, INSTALLATION, MONITORING, AUTOMATION AND MAINTENANCE OF MULTIFUNCTIONAL PRINTING / PHOTOCOPYING MACHINES FOR THE OFFICES OF UMZIMVUBU LOCAL MUNICIPALITY"**. The municipality will not make any award to a person or persons working for the state.

Pre-Qualification:

All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 70 points for functionality in order to be evaluated further.

CRITERIA	POINTS
Capacity, Experience and Expertise	60
Methodology	40
Total	100

Tender Documents will be available on e-tender Portal for free to be downloaded and those hard copies will be available at Municipal offices at a fee of R 455.00 to cover printing costs. All technical enquiries may be directed to Mr. S. Mbuyeleni 039 255 8547 and SCM Mr. T. Mbukushe 039 255 8555. Other enquiries regarding this Bid may be directed to the office of the **Municipal**

Manager: Mr. GPT Nota

GPT NOTA

MUNICIPAL MANAGER