

# Mbizana Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
lmahlaka@mbizana.org.za

## RE-ADVERT

REQUEST FOR QUOTATION [MBIZ LM/22/01/19/IRMP](#)

### RE-ADVERT INTERGRATED RECORDS MANAGEMENT PROGRAMME CONTINUATION

Quotations are hereby invited from suitable service providers for **Intergrated Records Management Programme Continuation**. Specifications and terms of reference are available in the municipal website and SCM Office for free, during office hours from 08h00 to 16h30.

**MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL LEAD TO THE TENDER BEING REGARDED AS NON RESPONSIVE.**

A valid Tax Pin printout as provided by SARS, Proof of registration with central supplier database (CSD). Copy of company Registration/Founding Statement/CIPC Document. Certified B-BBEE certificate or a consolidated B-BBEE in the case of a joint venture (non-elimination item). Signed JV Agreement for Joint venture where applicable. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. **No couriered, faxed, incomplete, e-mailed and late tenders will be accepted. No bidders will be considered if not registered on the Central Supplier Database.** Mbizana Local Municipality reserves the right not to appoint and value for money will be the key determinant. Mbizana Local Municipal supply chain management policy will apply. **MBD 1, 4, 6.1, 6.2, 6.4, 8 and 9.** Bidders must submit the tender document provided by the municipality (original document) **A signed certificate by the bidder and proof certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other provider in respect of which payment is overdue more than 30 days.** All the certified copies of documents must not be more than 3 months old. Mbizana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

**Published:** on the 05<sup>th</sup> of April 2019. Specifications will be available at procurement office.

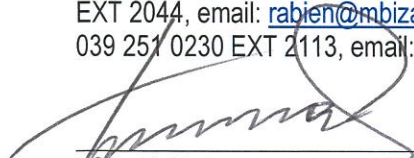
**Evaluation criteria:** Pre-qualification criterion 100 Points- Previous Experience 30, Accreditation 40, Qualification 30 points, Bidders should score 60 out of 100 to proceed to second stage. Second Stage 80/20 Price=80 points B-BBEE=20 points, Bidders should score 60 out of 100 to proceed to second stage.

Compulsory Briefing: Not Applicable

**NB: NO TENDERS WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y) NIES NOT REGISTERED IN THE CENTRAL DATABASED.**

**Closing date:** All tenders must be deposited in the tender box situated at the reception area by not later than 16h00 on the 16<sup>th</sup> of April 2019. All quotations must be clearly marked "Name of the project and Reference number indicated above".

**Enquiries:** Technical enquiries are addressed to **Ms. N. Rabie, Manager: Auxiliary Services @ 039 251 0230 EXT 2044**, email: [rabien@mbizana.gov.za](mailto:rabien@mbizana.gov.za) and SCM enquiries to **Supply Chain Manager, Mr. Z Khala @ 039 251 0230 EXT 2113**, email: [khalaz@mbizana.gov.za](mailto:khalaz@mbizana.gov.za).

  
Mr. L. Mahlaka  
Municipal Manager

Supply Chain Management Office  
Approved/Not Approved  
Date:.....Signature:.....  
