

Mbizana Local Municipality

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Bizana



Office of the Municipal
Manager
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RE- ADVERT

REQUEST FOR QUOTATION **MBIZ LMI/22/01/19/IRMP**

Re- ADVERT INTERGRATED RECORDS MANAGEMENT PROGRAM CONTINUATION

Quotations are hereby invited from suitable service providers for **Intergrated Records Management Program 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 are compulsory submission. 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 13th of May 2019. Specifications will be available at procurement office.

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 12h00 on the 22nd of May 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 and SCM enquiries to **Supply Chain Manager, Mr. Z Khala @ 039 251 0230 EXT 2113**, email: khalaz@mbizana.gov.za.


Mr. L. Mahlaka
Municipal Manager

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

