

# Mbizana Local Municipality

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



Office of the Municipal  
Manager  
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Date: 22.08.2019

No.	PROJECT NAME	BID NUMBER	COMPULSORY BRIEFING
1	Implementation of Integrated Records Management	MBIZ LM 0012	N/A

Tenders are hereby invited from suitable/qualified service providers for the above mentioned project. Tender Documents will be sold at cashier's office (R500.00) each

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

A valid 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. **All MBD forms that are in the document must be completely filled.** 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. **Evaluation Criteria:** Pre-qualification criterion 100 points-Bidders should score 60 out of 100 to proceed to second stage.

**Closing date:** All tenders must be deposited in the tender box situated at the reception area by not later than 12h00pm on the **11th September 2019** at which time they will be opened in public. All tenders 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 2035, 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**