



TENDER NOTICE AND INVITATION TO TENDER

Suitably qualified service providers are hereby invited to submit proposals on the following:

Bid No.	Description	Contact Person
8/2/8/14-2010	Mount (Conceive, develop, implement and review) a public relations (PR) communications programme / campaign and promote Sedibeng Municipality's Service Delivery Achievements and Plans.	Mr. Dan Manoeli 016 450 3017/3015 DanM@sedibeng.gov.za

Bid documents will be available from Friday, 11 February 2011 at 12:00, **and thereafter during weekdays from 08:00 until 15:30 ONLY**, upon payment of a **cash** non-refundable fee of R100.00 per document, at the cashier office, third floor, CNR Leslie and Beaconsfield Avenues, Vereeniging.

Submission of Tenders:

Tender must be submitted by no later than Thursday, 03 March 2011, 12H00 Noon

By hand: Bid documents and supporting documents must be sealed and externally endorsed with the Bid No. and Description and placed in a bid box, on the Ground Floor, CNR Leslie and Beaconsfield Avenues, Vereeniging.

By Post: To reach the Director Supply Chain Management, P.O. BOX 471, Vereeniging 1930, in sufficient time for it to be placed in the Tender Box before closing time.

Opening of Tenders

Tenders will be opened in public at 12h00, than Thursday, 03 March 2011, Ground Floor, CNR Leslie and Beaconsfield Avenues, Vereeniging.

Bidders must take note of the following:

- Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality.
- Bids will be evaluated according to the **80/20** preferential points system;
- Persons in the service of the state are not allowed to bid;
- The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- Late, unsigned, or incomplete bids will be disqualified;
- All bids shall hold good for 90 days as from the closing date of bids;
- Bidders are requested to submit **two copies** of the technical proposal and one copy of the financial proposal. Each copy must be clearly marked "**copy**" and "**original**";
- Bidders who are not registered on the supplier database of Sedibeng District Municipality are requested to obtain a **Database Form** at the cashier office OR it can be downloaded at [http:// www.sedibeng.gov.za. /a_tender_docs/20100106_sdm_supp_reg_form.pdf](http://www.sedibeng.gov.za/_a_tender_docs/20100106_sdm_supp_reg_form.pdf). The form must be submitted together with their proposals;
- Bidders should attach a Valid Tax Clearance Certificate and an up to date Municipal rates statements. Failure to attach these documents will result to a tender being non-responsive; and
- **Bidders are requested to read and take note of the "Information to Bidders" attached on the bid document.**

Enquiries

All inquiries pertaining to bid documents or Supply Chain Management Matters can be directed to Ms. Sibulele Njongi at 016 450 3036.

Municipal Manager : Yunus Chamda