



TENDER NOTICE AND INVITATION TO TENDER

Sedibeng District Municipality

www.sedibeng.gov.za

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

Bid No.	Description	Document Fee	Contact Person
8/2/3/10-2012	Proposal for a Panel of Travel Management Service Companies	R 162.00 (Non- Refundable)	Mr. Thabang Tsie Tel: 016 450 3110
8/2/2/20 - 2013	Proposal for a Panel of Legal Service Providers for Sedibeng District Municipality	R 162.00 (Non- Refundable)	Mr. Malebo Ngake Tel: 016 450 3176

The employer is the **Sedibeng District Municipality**.

The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenues, Vereeniging. (**Ms. Sibulele Njongi at 016 450 3195/ 3036 for SCM Enquiries**)

Documents may be collected during working hours after **08:30 to 15h30 on Friday, 21 June 2013 and during weekdays thereafter.**

A non-refundable tender deposit of **R162.00** payable by cheque or cash made out in favour of the employer (Sedibeng District Municipality) is required on collection of the tender documents (project documents).

The closing time for receipt of Tender No. **8/2/3/10-2012 and 8/2/2/20 – 2013 is 12:00 on Thursday, 1 August 2013.** Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders, completed as prescribed, shall be sealed in an envelope marked with the bidders address, Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality, Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor).**

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 **90/10** 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;
- 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 **Database Form** must not be attached to the tender document but must be submitted to Sedibeng District Municipality Main Building 3rd Floor. (**Contact Person:** Ms Christa Mare at 016 450 3140 for Database Enquiries)
- Bidders that are not registered on the Database will result to the tender being "**Non Responsive**"
- Bidders must ensure that the company status is "**In business**" with the Company and Intellectual Property Commission (**CIPC**);
- Bidders are requested to read and take note of the "Information to Bidders" attached on the bid document;
- Bidders are required to submit original or certified copies of B-BBEE Status Level Verification Certificate together with their bids to substantiate their B-BBEE rating claims; and
- A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.

Tenderers should attach a valid Tax Clearance Certificate and Up to date utilities Account / Statement. Failure to attach these documents will result to a tender being non-responsive.

Municipal Manager: Yunus Chamda

Corner Beaconsfield & Leslie Streets, Constitutional Square, Vereeniging | PO Box 471, Vereeniging, 1930 - Email: info@sedibeng.gov.za | Tel: 016 450 3000