



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:**

Tender Number	Description	Compulsory Briefing Session	Contact Person
8/2/2/11-2014	Supply and delivery of computer equipment, printers and other peripherals to the Sedibeng District Municipality Information Technology Department.	N/A	Mrs. Corné Visagie Tel: 016 450 3081
8/2/2/12-2014	Supply and installation of backup software to the IT department of the Sedibeng District Municipality.	N/A	Mrs. Alta O'Kelly Tel: 016 450 3205
8/2/2/13-2014	Supply of audio visual and broadcasting services to the IT Department of the Sedibeng District Municipality.	Vereeniging Town Hall, Tuesday, 15 April 2014 @ 10h00	Mrs. Tumi Mbali Tel: 016 450 3202
8/2/2/31-2013 (Re-advert)	Three (3) year contract for hygienic and sanitation services for the Sedibeng District Municipality buildings and sites.	Vereeniging Banquet Hall, Wednesday, 30 April 2014 @ 10h00	Mr. Jabu Kumalo Tel: 016 430 4402

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.

(Contact Person: Ms. Sibulele Njongi at 016 450 3195 for SCM Enquiries)

Documents may be collected during working hours after **08:30 to 15h30 on Friday, 04 April 2014 and during weekdays thereafter.**

Briefing Session: Registration for Compulsory Briefing Session will be between 10:00 – 10:15. No late comers will be allowed to attend or sign the attendance register/certificate of attendance.

A non-refundable tender deposit of **R250.00** 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 **Bid No.:8/2/2/12-2014 & 8/2/2/13-2014 is 12:00 on Tuesday, 29 April 2014 and Bid No.:8/2/2/11-2014 & Bid No.: 8/2/2/31-2014 is 12:00 on Thursday, 22 May 2014.** 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).

All bids shall hold good for 90 days as from the closing date of bids.

Bidders must take note of the following:

- Bids must only be submitted on the bid documentation provided by the

Sedibeng District Municipality;

- Bids for **Bid No.:8/2/2/11-2014 & Bid No.:8/2/2/31-2014** will be evaluated according to the 90/10 preferential points system;
- Bids for **Bid No.:8/2/2/12-2014 & 8/2/2/13-2014** 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;
- Tenders must indicate **VAT** conditions and if not stated, it will be assumed pricing includes **VAT**;
- Late, unsigned, or incomplete bids will be disqualified;
- Multiple Tenders from the same supplier is not allowed;
- Bidders are requested to submit **two copies** (one copy and one original). 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 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 an Original 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