

## NOTES TO BIDDERS:

- Quotations are advertised on SDM's official notice board as well as the website: [www.sedibeng.gov.za](http://www.sedibeng.gov.za) weekly on Tuesdays and Thursdays;
- Bid documents will be available as from 12:00 from **30 September 2011**, and thereafter on weekdays from 08:00 until 15:30 ONLY, upon payment of a cash non-refundable fee of **R30.00** per document, at the cashier office, third floor, CNR Leslie and Beaconsfield Avenues, Vereeniging.
- The closing time for all bids shall be 12:00 AM at the specified date;
- Bids delivered after the closing time will be rejected;
- Bids shall be sealed and endorsed (with bid number and bid description), and must be deposited at Sedibeng District Municipality tender box ( ground floor, outside the main building);
- All bidders must adhere to the terms and conditions of the bid;
- Sedibeng District Municipality Procurement Policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered;
- Preference will be given to suppliers based within the Sedibeng District Municipality's area of jurisdiction;
- All persons in the service of the state are not allowed to bid;
- 80/20 Preferential Pointing System will be used to evaluate the quotes;
- An **original valid Tax Clearance Certificate** obtainable from SARS must be attached
- **Current** account or proof that **utilities account** (rates and taxes account, water and lights account) of the bidder is up to date, must be attached;
- Bidders must ensure that their company's status is "**In business**" with the Company and Intellectual Professional Registration Office (CIPRO); and
- Municipal bidding documents (MBD's) provided by SDM **must** be filled completely and submitted with all returnable documents, including proof of equity/shareholding of the bidder.
- The Office Furniture should be delivered with two weeks after the purchase order has been issued.
- Delivery Address: Corner Leslie and Beaconsfield, Vereeniging, Main Building.

**FAILURE TO ADHERE TO THIS NOTES MAY LEAD TO THE BIDDER BEING DECLARED AS "NON-RESPONSIVE"**