



ILEMBE DISTRICT MUNICIPALITY

ILEMBE UMASIPALA WESIFUNDA

REQUEST FOR PROPOSALS

BULK PRINTING & MAILING OF MONTHLY CONSUMER STATEMENTS AND NOTICES OVER A 3 YEAR PERIOD

BID NUMBER: FD/06/2018

iLembe District Municipality hereby invites all suitably qualified bidders to submit bids for the bulk printing and mailing of consumer statements and ad hoc notices to the municipality for a period of 36 months.

Bid specification documents will be available from **11 April 2018** until the close of business on **18 April 2018 at the cashier's office, ground floor, East Wing, iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza** upon payment of a **R300.00** non-refundable fee.

Please be advised that only cash or EFT payments will be accepted when purchasing bid documents. Bids may only be submitted on the bid specification document provided by the Municipality, no copies will be accepted.

A **Compulsory Briefing Session** will be held at **10h00 on Thursday, 19 APRIL 2018** at the iLembe Auditorium, 12 Haysom Road, KwaDukuza. All bid enquiries are to be directed to the Manager: Revenue on 032 437 9346/9332 or via e-mail: muziwandile.gumede@ilembe.gov.za.

All Bidders must supply valid Tax Clearance Certificates from SARS / SARS Unique PIN to enable the municipality to verify the bidder's tax compliance status online via E-filing. Any bid that does not comply with the advert will be immediately disqualified and will not be considered. iLembe District Municipality Reserves its **Right to Verify the Validity** of the submitted Tax Clearance Certificates in terms of Section 256 (5) of the Tax Administration Act no.28 of 2011 and will apply MFMA Circular 43 and Section 38 of the iLembe District Municipality's SCM Policy where necessary.

All bidders must be registered on the National Treasury Central Suppliers Database (CSD), and must submit proof of registration.

Sealed bids endorsed: "**FD/06/2018 BULK PRINTING & MAILING OF MONTHLY CONSUMER STATEMENTS AND NOTICES**" clearly reflecting the name and address of the bidder on the envelope must be submitted into the bid box situated at the **Reception, Ground Floor of The Technical Services Building, 12 Haysom Road, KwaDukuza not later than 12H00, 14 May 2018** where they will be opened in public. Bids shall be valid for a period of 90 days from the closing date. A presentation session may be required but only with the shortlisted bidders.

Bids will be evaluated and adjudicated in terms of iLembe District Municipality's Supply Chain Management Policy in two stages. First stage of evaluation is functionality and the second stage being the 80/20 preference point scoring system. Only bidders who score the required minimum threshold on functionality criteria will qualify for the second stage of evaluation. This bid will be evaluated in terms of the 2017 Preferential Procurement Regulations pertaining to the PPPFA (No. 5 of 2000).

The municipality reserves the right to enforce measures aimed at achieving radical socio-economic transformation objectives, including directing bidders to subcontract or partner with local entities that are at least 51% owned by black people as stated on the predetermined list in terms of Regulation 9 of the PPPFA Regulations, 2017.

The awarding of this bid may therefore be subject to the recommended bidder subcontracting a portion of the work to a local emerging entity that is at least 51% owned by black people. The selection of the entity to be sub-contracted will be informed by the Municipality's Radical Socio-Economic targets in terms of the set asides.

Late, facsimiled or e-mailed or incomplete tender documents will be disqualified immediately.

The iLembe District Municipality does not bind itself to accepting the lowest, or any bid, either wholly or in part.

N. G. KHUMALO
ACTING MUNICIPAL MANAGER