

Invitation to Bid
BID No: "8/3/1-06/2018"

GOVAN MBEKI MUNICIPALITY
Closing Date: 30 May 2018

**"PROVISION OF AN ELECTRONIC DOCUMENT MANAGEMENT
SYSTEM AT GMM FOR 36 MONTHS"**

Bid Documents will be available from the 16 April 2018 at the cash point by the cashier's at Secunda Head office at non-refundable fee of R350-00. A **Compulsory Briefing Session will be held on the 26 April 2018 at 11:00 at room no. 208 boardroom 2nd floor.**

Bank Holder : Govan Mbeki Municipality
Bank name : Standard Bank
Account number : 030 192 358
Branch : 05 344454
Reference Vote : 021213001022

Cash or Bank guaranteed cheques must be crossed and be made payable to the Govan Mbeki Municipality.

- For Technical Enquiries prospective bidders may contact: **Ms. Danisile Shabalala at (017) 620 6043**
- For general enquires prospective bidders may contact: **Ms. Nthabiseng Kolobe at (017) 620-6227.**

Sealed RFQ'S/Bids externally and individually endorsed "**Bid No 8/3/1-06/2018**", addressed to the Municipal Manager, Private Bag X1017, Secunda, 2302 and which are placed in the bid box at the Secunda Civic Centre will be received until 12:00 on **30 May 2018**.

The following conditions on Bids/RFQ's submitted will be applied:

- Percentage quoted must be market related, and valid for 90 days from date of offer.
- Supplier SARS Reference/VAT number must be furnished.
- Company profile with company registration documents to be submitted. Proof of experience to be shown
- Proof of **SARS** tax compliance. Tax Clearance Certificate (TCC) to be submitted with **Unique Pin**
- Bidder to be registered on **C.S.D.** Proof of registration, with Supplier number to be furnished.
- Municipal rates & taxes to be attached. Not older than 3-months, and not owing for more than 3-months
- **No Bid will be awarded to any person in the service of the state**

NB. Failure to comply with the above conditions may invalidate quotes submitted.

QUOTES WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

- Relevant specifications
- Products supplied to be **SABS** Approved, and **SANS 434**
- Value for money
- Capability to execute the contract
- 80:20. Preference Point System in compliance with Preferential Policy Framework Act & SCM Policy of the Municipality.
- **B-BBE Status.** Must submit B-BBEE certificate (0 points for non-submission)

The lowest or any of the quotes received will not necessarily be accepted and the council reserves the right to accept a proposal either in whole or in part.

- **Bidders that do not hear anything from the municipality after 3 months from date of closing of this tender, must consider their bid unsuccessful**

NO LATE, TELEGRAPHIC OR FACSIMILE PROPOSAL WILL BE ACCEPTED

MR. B.M MHLANGA
ACTING MUNICIPAL MANAGER
Private Bag X1017
SECUNDA
2302

