

TENDER NO: 08/2018: TENDER FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE RECORDS MANAGEMENT AND ARCHIVES TRAINING FOR 15 UNEMPLOYED LEARNERS

Queries for the abovementioned bid may be directed to Mr Paul Malgas at Tel: (016) 492 0028 during office hours Mondays to Fridays 08:00 – 16:00.

Closing date: 22 March 2018 at 12:00

Tender documents, together with the terms of reference, which are important for the preparation of the proposal/tender, will be available from Ms. Sibulelo Nxathi at SCM office at the Municipality, Heidelberg, as from 12 March 2018 for a non-refundable fee of R 300.00 payable at the rates and taxes hall during office hours Monday – Friday, 08:00 – 15:00, only cash or EFT will be accepted. Tender documents can also be downloaded for free on the E-Tender portal (www.etenders.gov.za).

A compulsory briefing session is scheduled to take place on 13 March 2018 at 12h00, in the Infrastructure Boardroom, Municipal Buildings, c/o du Preez & HF Verwoerd St.

The bid must be sealed in an envelope marked: **TENDER NO: 08/2018: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE RECORDS MANAGEMENT AND ARCHIVES TRAINING FOR 15 UNEMPLOYED LEARNERS**

Bids must be placed in the tender box situated at the Supply Chain Management department, Municipal Building, Cnr Du Preez and H F Verwoerd Streets, Heidelberg which is accessible during office hours: Monday-Friday, 08:00-16:00 on or before **12:00, 22 March 2018. No late, no-emailed or no faxed bids will be considered.** All objectives and complaints must be lodged within 14 days and in writing to the municipal manager's office.

Bidder's attention is specifically drawn to the provisions of the rules which are included in the bid documents. The Council reserves the right to accept any bid or part thereof and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed. Bids completed in pencil will be regarded as invalid bids.

Only bidders who score 70 points or more for functionality will be further evaluated on both Price and B-BBEE points.

The 80/20 preference procurement point system will apply and preference will be given to bidders who are able to demonstrate the following:

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| a) Price | 80 points |
| b) B-BBEE Status Level of Contribution | 20 points |

All service providers must submit their B-BBEE Verification Certificate from Verification Agencies accredited by the South African Accreditation Systems (SANAS) or a Registered Auditor approved by the Independent Regulatory Board (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) in order to claim preference points.

It is compulsory that the taxes of the successful bidder must be in order or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. Additionally, no contract shall be concluded with any bidder, whose municipal rates and taxes and service charges are in arrears for more than three months. All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: www.csd.gov.za. No business will be conducted with any person who is not registered on this database.

PAUL MPELE
MUNICIPAL MANAGER

LESEDI LOCAL MUNICIPALITY
PO BOX 201
HEIDELBERG
1438