

Hessequa Municipality

INVITATION TO TENDER

CLOSING DATE: 22 SEPTEMBER 2017

CLOSING TIME: 12:00 (GMT +2)

HES-CORP 03/1718: SUPPLY AND DELIVERY OF OFFICE FURNITURE AND EQUIPMENT FOR HESSEQUA MUNICIPALITY

Tenders are hereby invited from registered service providers for the supply and delivery of office furniture and equipment for Hessequa Municipality for a period of one (1) year.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries about the specifications of the tender may be addressed to Mr. Franklin Saayman at telephone (028) 713 8000 or by e-mail to franklin@hessequa.gov.za Enquiries about the completion of the document can be addressed to Ms Leanne Windvogel at telephone (028) 713 8087 or by e-mail to leanne@hessequa.gov.za.

A set of tender documents can be obtained at a non-refundable price of R200.00 per set from Ms Leanne Windvogel whom may be contacted at telephone (028) 713 8087 or e-mail leanne@hessequa.gov.za Payments must be made by cash or bank deposit payable to the Hessequa Municipality. Bank account details are: Account Holder: Hessequa Municipality, Bank: First National Bank, Account number: 5357 1024 174, Branch: Riverdale, Branch code: 200313, reference number: **HES-CORP 03/1718**. The tender document is also available in electronic format and may be e-mailed to interested service providers.

The fully completed original tender document, in each individually sealed envelope, must be deposited in the **tender box on the ground floor at the Hessequa Municipality – Post Office Building, 19 Main Road, Riversdale by not later than 12:00 (GMT+2) on Friday, 22 SEPTEMBER 2017**. The envelope must be endorsed clearly on the outside with the number, title and closing date of the tender as above.

The tender box will be emptied just after 12:00 on the closing date after which all bids will be opened in public. Late bids or bids submitted by e-mail or fax will under no circumstances be accepted.

The stipulated minimum threshold percentages for local production and content for the above tender is provided below:

Description of services, works or goods	Stipulated minimum threshold
Melamine Office Desk with Drawers	70%
High Back Upholstered chair with arms on 5 star base	65%
Steel Drawer(s) Filing Cabinet	100%

- i) The exchange rate to be used for the calculation of local production and content must be exchange rate published by the South African Reserve Bank (SARB) at **12:00 on 15 SEPTEMBER 2017 (7 Calendar days prior to the closing date of the tender)**.
- ii) Only the South African Bureau of Standards (SABS) approved technical specification number ATS 1286:2011 must be used to calculate local content.

SABS approved technical specification number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates (annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C) are accessible to all potential bidders on the dti's official website http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations, 2017 and the Hessequa Municipality's Supply Chain Management Policy, for which 80 points will be allocated in respect of price and 20 points in respect of B-BBEE contribution.

The Municipality reserves the right to withdraw any invitation for tenders and/or to re advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest bid or award a contract to the bidder scoring the highest number of points.

It is expected of all prospective service providers who are not yet registered on the CSD to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the CSD.

Important note: a valid original tax clearance certificate, B-BBEE certificate and certified copies of directors and owners identities must be submitted with the documentation.

**J JACOBS
MUNICIPAL MANAGER**

UITNODIGING OM TENDER

SLUITINGSDATUM: 22 SEPTEMBER 2017

SLUITINGSTYD: 12:00 (GMT +2)

HES-CORP 03/1718: VOORSIENING EN AFLEWERING VAN KANTOOR MEUBELS EN TOERUSTING VIR HESSEQUA MUNISIPALITEIT

Hessequa Munisipaliteit versoek hiermee tenders vanaf geregistreerde belangstellende diensverskaffers vir die voorsiening en aflewering van kantoor meubels en toerusting vir Hessequa Munisipaliteit vir 'n periode van een (1) jaar.

Tenders moet ingedien word op die oorspronklike tender dokument en die aanbod moet geldig wees vir negentig (90) dae na die sluitingsdatum van die tender. Navrae aangaande die spesifikasies kan gerig word aan Mnr. Franklin Saayman by telefoon (028) 713 8000 of e-pos: franklin@hessequa.gov.za . Navrae aangaande die voltooiing van die tender dokument kan gerig word aan Mej. Leanne Windvogel by telefoon (028) 713 8087 of e-pos: leanne@hessequa.gov.za.

Tender dokumente is beskikbaar teen 'n nie-verhaalbare koste van R200.00 by Mej. Leanne Windvogel by (028) 713 8087 of per e-pos aan leanne@hessequa.gov.za. Betalings kan gemaak word per bank oordrag of kontant betaalbaar in die bank rekening van Hessequa Munisipaliteit waarvan die besonderhede soos volg is: Rekeninghouer: Hessequa Munisipaliteit Bank: Eerste Nasionale Bank Rekening Nommer: 53571024174 Tak: Riversdale Takkode: 200313 Verwysingsnommer: **HES-CORP 03/1718**. Tender dokumente is beskikbaar in elektroniese formaat en kan aan voornemende diensverskaffers er e-pos gestuur word.

Volledig voltooide tender dokumente moet in 'n verseëelde koevert in die tenderkas geplaas word op die **Grondvloer by die Munisipaliteit – Poskantoor Gebou, Hoofstraat 19, RIVERSDAL**, teen nie later nie as **12:00 (GMT +2) op Vrydag, 22 SEPTEMBER 2017**. Die koevert moet duidelik gemerk word met die nommer, titel en sluitingsdatum van die tender soos hierbo.

Die tenderkas word net ná 12:00 op die sluitingsdatum leeggemaak, waarna alle tender dokumente in die openbaar oopgemaak sal word. Laat tenders of tenders wat per e-pos of faks ingedien word, sal onder geen omstandighede aanvaar word nie.

Die vasgestelde minimum drumpel persentasie vir plaaslike produksie en inhoud vir die bogenoemde tender word hieronder verskaf:

Beskrywing van diens, werk en goedere	Stipuleerde minimum aanvang
Melamine Lessenaar met Laaie	70%
Hoë Rug Gestoffeerde Stoel met Lenings op 'n 5 ster basis	65%
Staal Laai(e) Liasseer Kabinet	100%

- i) Die wisselkoers wat gebruik moet word vir die berekening van die plaaslike vervaardiging en inhoud moet die wisselkoers wees wat deur die Suid-Afrikaanse Reserve Bank gepubliseer is teen **12:00 op 15 SEPTEMBER 2017 (7 Kalender dae voor die sluitingsdatum van die tender)**.
- ii) Slegs die Suid-Afrikaanse Bureau van Standaard goedgekeurde tegniese spesifikasie nommer SATS 1286:2011 moet gebruik word om die plaaslike inhoud te bereken.

Tenders sal geëvalueer en beoordeel word ingevolge die Voorkeurverkrygingsbeleid Raamwerk Wet (Wet 5 van 2000), die Voorkeurverkrygingsbeleid, 2017 en die Hessequa Munisipaliteit se Voorkeurverkrygingsbeleid waarvoor 80 punte ten opsigte van prys en 20 punte toegeken word ten opsigte van die B-BSEB bydrae.

Die Munisipaliteit behou die reg voor om enige uitnodiging om tender terug te trek, of om 'n tender net gedeeltelik te aanvaar. Die Munisipaliteit is nie gebonde tot die aanvaarding van die laagste tender of toekenning aan die tenderaar wat die meeste punte behaal het nie.

Dit sal van voornemende diens verskaffers wat nog nie op die CSD geregistreer is nie verwag word om sonder versuim op die voorgeskrewe vorm aansoek te doen vir registrasie. Die Munisipaliteit behou die reg voor om nie tenders te aanvaar van voornemende diensverskaffers wat nie op die CSD geregistreer is.

Belangrike kennisgewing: 'n Oorspronklike belasting uitklaringsertifikaat, B-BSEB sertifikaat en gesertifiseerde afskrifte van direkteure en eienaars se identiteitsdokumente moet ingesluit wees by die dokumentasie.

**J JACOBS
MUNISIPALE BESTUURDER**