

Hessequa Municipality

INVITATION TO TENDER

CLOSING DATE: 21 APRIL 2017

CLOSING TIME: 12:00 (GMT +2)

HES-GEN 10/1617: PROVISION OF ADVERTISING AND TRANSLATING SERVICES

Tenders are hereby invited from registered service providers for the provision of advertising and translating services for a contract period of three(3) years commencing on 01 July 2017 and terminating on 30 June 2020 or from the date of commencement if awarded after 01 July 2017.

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 Mrs. Adele Groenewald at telephone (028) 713 7800 or by e-mail to adele@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. L. 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-GEN 10/1617**. The tender document is also available in electronic format and may be e-mailed to interested service providers.

Tender documents are available during office hours on Monday to Thursday from 07:45 – 16:30, on Wednesday from 08:00 – 16:30 and Friday 07:45 – 15:30 at the Supply Chain Management Offices in Riversdale. 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, 21 APRIL 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.

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations, 2011 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.

Please note that the following additional objective criteria will be applicable to the evaluation of Section 2.1.2 Translating Services

Criteria	Score
Use of language	25
Context	50
Format	25

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 Municipality's Accredited Supplier Database to register without delay on the prescribed form.

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**

Hessequa Munisipaliteit

UITNODIGING OM TENDER

SLUITINGSDATUM: 21 APRIL 2017

SLUITINGSTYD: 12:00 (GMT +2)

HES-GEN 10/1617: VERSKAFFING VAN ADVERTENSIE-EN VERTALINGS DIENSTE

Hessequa Munisipaliteit versoek hiermee tenders vanaf geregistreerde belangstellende diensverskaffers vir die verskaffing van advertensie-en vertalings dienste vir 'n kontrak tydperk van drie(3) jaar wat begin op 01 Julie 2017 en eindig op 30 Junie 2020 of vanaf die datum van inwerkingtreding indien na 01 Julie 2017 toegeken.

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 Mev. Adele Groenewald telefoon (028) 713 7800 of e-pos: adele@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. L. 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-GEN 10/1617**. Tender dokumente is beskikbaar in elektroniese formaat en kan aan voornemende diensverskaffers per e-pos gestuur word.

Tender dokumente is beskikbaar gedurende kantoor ure op Maandag – Donderdag 07:45 – 16:30, op Woensdag 08:00 – 16:30 en Vrydae 07:45 – 15:30 by die Voorsieningskanaal Eenheid te Riversdal. 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, 21 APRIL 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.

Tenders sal geëvalueer en beoordeel word ingevolge die Voorkeurverkrygingsbeleid Raamwerk Wet (Wet 5 van 2000), die Voorkeurverkrygingsbeleid, 2011 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.

Let daarop dat die onderstaande addisionele objektiewe kriteria van toepassing sal wees tot die evaluering van artikel 2.1.2 "Translating Services"

Kriteria	Punt
Taalgebruik	25
Konteks	50
Formaat	25

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 alle voornemende diensverskaffers wat nog nie op die Munisipaliteit se Databasis vir Geakkrediteerde Verskaffers geregistreer is nie verwag word om sonder versuim op die voorgeskrewe vorm aansoek te doen vir registrasie.

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**