

Hessequa Municipality

## INVITATION TO TENDER

**CLOSING DATE: 22 APRIL 2016**

**CLOSING TIME: 12:00 (GMT +2)**

### **HES-PLAN INF 01/1516: PROVISIONING OF GRAPHIC DESIGNS AND BRANDING OF THREE WASTE COMPACTORS FOR HESSEQUA MUNICIPALITY**

Tenders are hereby invited from registered service providers for the provisioning of graphic design and branding of three waste compactors (trucks) for Hessequa municipality.

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. Shagon Carelse at telephone (028) 713 8000 or by e-mail to [shagon@hessequa.gov.za](mailto:shagon@hessequa.gov.za) Enquiries about the completion of the document can be addressed to Mr. Hendrik Pienaar at telephone (028) 713 7951 or by e-mail to [hpienaar@hessequa.gov.za](mailto:hpienaar@hessequa.gov.za).

Tender documents will be made available at the Supply Chain Management Unit by Mr. H Pienaar, during office hours on Mondays to Thursdays from 07:45 to 16:30, on Wednesdays from 08:00 to 16:30, and on Fridays from 07:45 to 15:30.

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 APRIL 2016** 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.

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.

Preferences will be offered to tenderers who are registered on the Municipality's Accredited Suppliers Database. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Database.

**A compulsory clarification meeting will be held on THURSDAY, 14 APRIL 2016 at 11:00** and will be held at the COMMITTEE ROOM, 1 HOSPITAL STREET, POWERSTATION, RIVERSDALE.

**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: 22 APRIL 2016**

**SLUITINGSTYD: 12:00 (GMT +2)**

**HES-PLAN INF 01/1516: VOORSIENING VAN GRAFIESE ONTWERP EN HANDESLMERKING VAN DRIE (3) VULLISTROKKE VIR HESSEQUA MUNISIPALITEIT**

Hessequa Munisipaliteit versoek hiermee tenders vanaf geregistreerde belangstellende diensverskaffers vir die voorsiening van grafiese ontwerp en handelsmerking van drie (3) vullistrokke vir Hessequa munisipaliteit.

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. Shagon Carelse by telefoon (028) 713 8000 of e-pos: [shagon@hessequa.gov.za](mailto:shagon@hessequa.gov.za) Navrae aangaande die voltooiing van die tender dokument kan gerig word aan Mnr. Hendrik Pienaar by telefoon (028) 713 7951 of e-pos: [belinda@hessequa.gov.za](mailto:belinda@hessequa.gov.za).

Tender dokumente kan by die Voorsienings Kanaalbestuur Eenheid verkry word gedurende kantoorure op Maandae tot Donderdae vanaf 07:45 tot 16:30, op Woensdae vanaf 08:00 tot 16:30, en op Vrydae vanaf 07:45 tot 15:30.

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 APRIL 2016**. 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.

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.

'n **Verpligte inligtingsvergadering sal gehou word op DONDERDAG, 14 APRIL**, om 11:00 in die **KOMITEEKAMER, HOSPITAALSTRAAT 1, KRAGSTASIE, RIVERSDAL**

**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**