



Greater
TZANEEN
Municipality
A Tropical Paradise



Invitation to Bid
Supply Chain Management Unit
Department: Corporate Services
Supply of Managed Printing Services
Bid No: SCMU 01/2015

Bids are hereby invited from experienced service providers for the supply of managed printing services. Bid documents are obtainable at the Finance Department – Supply Chain Management of Greater Tzaneen Municipality, Agatha Street, upon a non-refundable fee of R250.00 per document payable at the Revenue Offices: Civic Centre, Agatha Street.

Interested service providers must give proof of the following documents: • Certified ID copies • CV, qualifications, company registration/CK form • Original Tax Clearance Certificate • Valid original or certified copy of B-BBEE Certificate • Audited financial statement • Key personnel experience • Proof of work experience (attach appointment letters) • Catalogue/brochure of equipment to be supplied.

Completed bid documents with attachments must be in a sealed envelope and deposited into the bid box of Greater Tzaneen Municipality, Reception, Civic Centre, Agatha Street, marked as “Bid No: SCMU 01/2015” postal address and contact details.

Bid documents will be available on 8 April 2016.

A compulsory briefing session will be held on 21 April 2016 at 10:00 at the Old Fire Department, Civic Centre, Agatha Street next to Tzaneen Library.

Closing date: 20 May 2016 at 12:00. Public bid opening will be held at the Council Chambers immediately after closing.

Evaluation of Bids

NB: The evaluation of bids will be conducted in two stages. First stage will be the assessment of functionality as follows: Company work experience in printing managed services (please attach copy of appointment letter) = 30 points, company experience (number of years in managed printing services) (attach track records) = 20 points, catalogue/brochure = 20 points, experience of key personnel/technician capacity of key personnel = 30 points; thereafter only bidders that obtain 70 points will be evaluated in terms of the 90/10 Preference Point Scoring System, where 90 points will be allocated for price only and 10 points will be allocated based on the Broad-based Black Economic Empowerment (B-BBEE) status level of contributor. Contract period is 36 months.

Further conditions are outlined in the bid document.

Technical enquiries should be directed to Mr T Maluleke at (015) 307-8085. Administrative enquiries should be directed to NL Mashao at 076 813 4063/(015) 307-8035.

Mr SR Monakedi - Municipal Manager