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SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT: CORPORATE SERVICES

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR CONFERENCE PACKAGE AND ACCOMMODATION FOR CORPORATE POLICY WORKSHOP

BID NO: SCMU 14/2024

Bids are hereby invited from interested service providers For Appointment of a Service Provider For Conference Package And Accommodation For Corporate Policy Workshop. Bid documents are obtainable at the Municipal website (www.greatertzaneen.gov.za) and Supply Chain Offices; Agatha Street, **upon a non-refundable fee of R700.00 or deposited to the following banking details: Greater Tzaneen Municipality; Absa Bank; Acc no:4051444332 reference number please write the name of the company and bid Number.**

Stage-1 Mandatory requirements

NB: BIDDERS MUST PROVIDE PROOF OF THE FOLLOWING TO AVOID DISQUALIFICATION:

- Proof of purchase for tender document, including downloaded tender documents (attach receipt) EFT or Manually
- Venue and conference facility outside Polokwane

Stage- 2 Administrative requirements:

- Copy of company registration certificate/ documents from CIPC
- Certified ID copies of all directors
- CSD registration summary report (not older than 3 months)
- Copy/ printed Tax compliance status Pin or certificate.
- Municipal rates and taxes for both company and directors appearing in CK (not older than 3 months)) if the statement of water and lights is not on your names, please attach affidavit commissioned by oath from SAPS supporting your residential addresses as per attached statement or copy of Lease Agreement with 3 Months proof of payment only (No statements); Certified copies of Permission to Occupy (PTO's) land for bidders residing in Tribal Authority's areas of jurisdiction; proof of residence from Traditional Authority
- Joint Venture Agreement signed off by both parties (In case of a Joint Venture)

Completed bid documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Bid No: SCMU 14/2024, Postal Address and contact details of the bidder.

Bid document will be available at www.greatertzaneen.gov.za and Supply chain Management office on the date of advert

Advert Publication date: 09 May 2024,

Closing date: 13 May 2024 @ 12:00. Public bid opening will take place.

EVALUATION OF BIDS

NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 points will be allocated based on the Specific Goals points scored.

Bidders shall take note of the following bid conditions:

- a. Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.
- b. Specific goals in terms of the preferential procurement regulations 2022 will apply on this bid.
- c. Greater Tzaneen Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- d. Contract period: Once-Off
- e. Council reserves the right to negotiate further conditions with the successful bidder.
- f. Council reserves the right not to appoint.
- g. No bidder will be appointed if not registered on Central Supplier Database.
- h. Council have the right to appoint more than one bidder;
- i. Late, incomplete, unsigned, faxed or emailed bids will not be accepted.

Technical enquiries should be directed to Ms N Maake @015 307 8282

Administrative enquiries relating to the tender be directed to Mrs. Z Ramothwala @ 015 307 8199

Mr. D Mhangwana
Municipal Manager
Greater Tzaneen Municipality