



# GREATER TZANEEN MUNICIPALITY



SUPPLY CHAIN MANAGEMENT UNIT  
DEPARTMENT: CORPORATE SERVICES

**BID DESCRIPTION: SUPPLY, DELIVERY, INSTALLATION AND TRAINING OF INITIAL OPERATOR FOR FRANKING MACHINE AND AUTO FEEDER (36 MONTHS LEASE PERIOD)**

**QUOTE NO. SCMUQ 11/2017**

Quotations are hereby requested from service providers for supply, delivery, installation and training of initial operator for franking machine and auto feeder (36 months lease period). Quotation documents are obtainable at the Greater Tzaneen Municipality, Finance department, **upon payment of non-refundable fee of R50 payable at the Revenue offices: Greater Tzaneen Municipality, Civic centre, Agatha Street.**

Completed quotation documents with attachments must be in sealed envelope and deposited into the quotation box of Greater Tzaneen Municipality, Civic Centre, Agatha Street, marked as Quote No: SCMUQ 11/2017" bidder's name, postal address and contact details."

**Interested service providers must give proof of the following documents to avoid disqualification:**

- B-BBEE certificate, Company registration / CK form; Certified ID Copy, proof of work experience (attach appointment letter or order), certified qualifications and Valid TAX clearance certificate

**Compulsory briefing session will be held on the 07 July 2017 at Old Fire Station @ 10H00. Closir date: 28 July 2017 @ 12:00 at Council Chamber.**

**Bidders are required to submit original and valid B-BBEE status level verification certificate or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.**

## **EVALUATION OF BIDS**

**N.B:** 80/20 Preference point scoring system will be used, where 80 points will be allocated for price only and 20 points will be allocated based on the Broad Based Black Economic Empowerment (B-BBEE) status level of contributor.

## **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS**

- The Greater Tzaneen Municipality Supply Chain Management Policy will apply;
- Broad Based Black Economic Empowerment (BBBEE) Act will apply;
- Greater Tzaneen Municipality does not bind itself to accept the lowest or any quotation and reserves the rights to accept the whole part of the quotation;
- Council reserves the right not to appoint;
- No bidder will be appointed if they are not registered on Central Supplier Database
- Council reserve the right to appoint more than one bidders;
- Quotations which are late, incomplete, unsigned, faxed or emailed will not be accepted and
- Contract Period : 36 Months

**Technical enquiries should be directed to W. Baloyi @ 015 307 8027**

**Administrative enquiries must be directed to Mr. N.L. Mashao 076 813 4063**

**Mr. B.M. Mathebula**  
**Acting Municipal Manager**  
**Greater Tzaneen Municipality**