



RUSTENBURG LOCAL MUNICIPALITY

**QU/OSP/0081/2024/25- APPOINTMENT OF SERVICE PROVIDER TO PROVIDE OFFICE OF THE SPEAKER  
WITH NOTEBOOK/DIARY FOR THE YEAR 2025**

**TENDER ADVERTISEMENT**

**DATE: 25/11/2024**

1. Documents will be available on the Rustenburg Local Municipality website. Sealed bid documents marked: **“QU/OSP/0081/2024/25- APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFICE OF THE SPEAKER WITH NOTEBOOK/DIARY FOR THE YEAR 2025** must be placed in the bid box in the foyer of the Municipal offices, Missionary Mpheni House, Beyers Naude Drive, Rustenburg not later than **04 December 2024 @ 09H00**
2. The bid will be evaluated as follows: **Administrative evaluation (document completion and attachment of mandatory documents), 80/20 preferential point system (price = 80 & specific goals = 20) and Consideration of the market analysis.**
3. Please note that no bid documents given to couriers will not be signed for by Rustenburg Local Municipality.
4. The Council will not be responsible for bids not received or received late by mail. Bids will remain valid for 90 days (Ninety).
5. All bids will be adjudicated based on the prescribed criterion as stipulated in the document.
6. An updated record of payment of rates, taxes and services to the relevant Municipality must be attached. Failure to do so will invalidate the bid submitted.
7. No bids will be considered from any person(s) in the service of the state (as defined in Regulation 1 of Local Government: Municipal Supply Chain Management Regulations).
8. Objections or complaints must be submitted in writing to the Municipal Manager at the address stated, and must contain the following:
  - (a) reasons and/or grounds for the objection or complaint.
  - (b) the way in which the objector or complainant's rights have been affected; and
  - (c) the remedy sought by the objector or complainant.
9. Any objection or complaint must reach the Municipal Manager with a 14-day period after award has been made. Late objections or complaints will not be entertained.
10. **Bidders must submit both hard copy document and an electronic tender document in a form of a clearly marked USB. (Bidders will be disqualified for not submitting a USB with a scanned bid document).**
11. All bids must be submitted on the official forms provided and a successful bidder will be required to fill and sign a written Contract Form (MBD 7).

Mr I. Phakula  
Chairperson-Bid Specification Committee

Me MM Tebeli  
Manager: Office of the Speaker