



▼ Tenders **APPOINTMENT OF A SERVICE PROVIDER(S) FOR SUPPLY AND DELIVERY OF STATIONERY AS AND WHEN NEEDED FOR A PERIOD OF THREE YEARS** has been updated.

View Edit

## Tender Information

Tender information:

Contacts Tender documents Revision

Bidders must request a corrected tender document from the 26th of October 2020. bidders who fail to submit the corrected tender document will be disqualified.

**Bid Number:** RLM/BTO/0027/2019/20

**Bid Description:** APPOINTMENT OF A SERVICE PROVIDER(S) FOR SUPPLY AND DELIVERY OF STATIONERY AS AND WHEN NEEDED FOR A PERIOD OF THREE YEARS

**Name of Institution:** RUSTENBURG LOCAL MUNICIPALITY

**Place where goods, works or services are required:**

RUSTENBURG LOCAL MUNICIPALITY

MISSIONARY MPHENI HOUSE

CNR BEYERS NAUDE AND NELSON MANDELA DRIVE

**Date Published:** 04 SEPTEMBER 2020

**Closing Date / Time:** 06 NOVEMBER 2020 @ 09H00

### TECHNICAL ENQUIRIES

**Contact Person:** MR JACKSON TEME

**Email:** jteme@rustenburg.gov.za

**Telephone number:** 014 590 3123

### SCM ENQUIRIES

**Contact Person:** MR JOE MASINGA

**Email:** jmasinga@rustenburg.gov.za & tenders@rustenburg.gov.za

**Telephone number:** 014 590 3123

### WHERE BID DOCUMENTS CAN BE OBTAINED

A DEPOSIT MUST BE MADE TO

**BANK** : ABSA (RUSTENBURG)

**ACCOUNT NUMBER** : 122 0000 458

**BRANCH CODE** : 632005

**NON-REFUNDABLE FEE:** R1000.00

**REFERENCE** : Bidders must request a reference number on

tenders@rustenburg.gov.za before making payment

**DOCUMENTS CAN BE COLLECTED 24 HRS AFTER DEPOSIT IS MADE.**

WEDNESDAYS 9H30 TO 11H00

FRIDAYS 9H30 TO 11H00

#### WHERE DOCUMENTS SHOULD BE COLLECTED

*Physical Address:*

RUSTENBURG LOCAL MUNICIPALITY

MISSIONARY MPHENI HOUSE

CNR BEYERS NAUDE AND NELSON MANDELA DRIVE

#### WHERE BIDS SHOULD BE DELIVERED

*Physical Address:*

RUSTENBURG LOCAL MUNICIPALITY

MISSIONARY MPHENI HOUSE

CNR BEYERS NAUDE AND NELSON MANDELA DRIVE

CLEARLY MARKED & SEALED ENVELOPES AS PER THE ABOVE REFERENCE (BID NUMBER AND BID DESCRIPTION) CONTAINING DOCUMENTS, MUST BE PLACED IN THE TENDER/ QUOTATION BOX SITUATED AT THE FOYER.

#### COMPULSORY VIRTUAL BRIEFING SESSION

A compulsory virtual briefing session will be held on:

**DATE:** 21 SEPTEMBER 2020

**TIME:** 09H00

BIDDERS WHO WOULD LIKE TO PARTICIPATE IN THE COMPULSORY BRIEFING SESSION MUST SEND THEIR REQUEST/CONFIRMATION TO: tenders@rustenburg.gov.za TO BE SENT THE ZOOM LINK. THE LAST DAY TO REQUEST THE LINK IS A DAY BEFORE THE BRIEFING SESSION DATE.

#### BRIEFING SESSION CONDITIONS

- v. BIDDERS WILL BE REQUIRED TO SEND CONFIRMATION/REQUEST OF ATTENDANCE A DAY BEFORE THE BRIEFING SESSION DATE.
- v. CONFIRMATION/REQUEST MUST HAVE THE NAME OF THE COMPANY AND THE PROJECT BID NUMBER AND DESCRIPTION.
- v. CONFIRMATION/REQUEST TO ATTEND THE VIRTUAL COMPULSORY BRIEFING SESSION WILL BE FILED AS PROOF OF ATTENDANCE.
- v. VIRTUAL COMPULSORY BRIEFING SESSION WILL BE RECORDED AND KEPT AS MINUTES OF THE BRIEFING SESSION.

#### SPECIAL CONDITIONS:

##### AVAILABILITY OF TENDER DOCUMENT

14 SEPTEMBER 2020 @ 09H30

DOCUMENTS ARE AVAILABLE AT A NO-REFUNDABLE FEE OF R1000.00

BIDS MUST BE IN SEALED AND CLEARLY MARKED ENVELOPES AS PER THE ABOVE REFERENCE (BID NUMBER AND BID DESCRIPTION) SUBMITTED AT RUSTENBURG LOCAL MUNICIPALITY, MISSIONARY MPHENI HOUSE, CNR BEYERS NAUDE AND NELSON MANDELA DRIVE

BIDS MUST BE IN SEALED AND CLEARLY MARKED ENVELOPES AS PER THE ABOVE REFERENCE (BID NUMBER AND BID DESCRIPTION) SUBMITTED AT RUSTENBURG LOCAL MUNICIPALITY, MISSIONARY MPHENI HOUSE, CNR BEYERS NAUDE AND NELSON MANDELA DRIVE

#### EVALUATION CRITERION

- v. ADMINISTRATIVE EVALUATION (DOCUMENT COMPLETION AND ATTACHMENT OF MANDATORY DOCUMENTS)
- v. PREQUALIFICATION BBBEE LEVEL 1
- v. 80/20 PREFERENCE POINT SYSTEMS (PRICE = 80 & BBBEE POINTS = 20)

BIDS WILL NOT BE OPENED IN PUBLIC TO CURB THE SPREAD OF COVID-19

COUNCIL (RLM) RESERVES THE RIGHT TO ACCEPT THE WHOLE; A PART OR ANY BID AT ALL. COUNCIL RESERVES THE RIGHT TO INCREASE OR DECREASE QUANTITIES AS INDICATED IN THE TECHNICAL SPECIFICATIONS.

IF THERE ARE ANY DISCREPANCIES OR OMISSIONS IN THE TENDER DOCUMENT, THE ADVERT WILL TAKE PRECEDENCE

**VALIDITY PERIOD**

BIDS WILL ONLY REMAIN VALID FOR 90 DAYS

PLEASE NOTE: COUNCIL WILL NOT ACCEPT ANY LATE BIDS

**NB! FAILURE TO ADHERE TO ANY OF THE ABOVE-MENTIONED REQUIREMENTS WILL RESULT IN THE BID BEING NON-ACCEPTABLE**