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Tender Information

Tender information:

[Contacts](#)[Tender documents](#)**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:** 26 OCTOBER 2020 @ 11H00**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)

NON-REFUNDABLE FEE: R1000.00

REFERENCE : Bidders must request a reference number on
tenders@rustenburg.gov.za before making payment

DOCUMENTS CAN BE COLLECTED 24HRS AFTER DEPOSIT IS MADE.

COLLECTION DAYS ARE AS FOLLOWS:

MONDAYS 9H30 TO 11H00.

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.

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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

PLEASE NOTE THAT ALL BIDS WILL BE EVALUATED IN ACCORDANCE WITH THE SUPPLY CHAIN MANAGEMENT POLICY OF RUSTENBURG LOCAL MUNICIPALITY, PPPFA, MFMA AND OTHER RELATED LEGISLATIONS AND OTHER RELATED LEGISLATIONS

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