

## INVITATION TO TENDER

CLOSING TIME: 12:00 CLOSING DATE: 16 September 2016

### TENDER 02/2016: PRINTING OF NEWSLETTER, ANNUAL REPORTS, CHRISTMAS CARDS, ETC. FOR A CONTRACT PERIOD ENDING 30 JUNE 2017

Tenders are hereby invited in terms of Chapter 11 of the Municipal Financial Management Act, 2003 (Act 56 of 2003) as publisher in government Gazette NO 26019 of 13 February 2004,

One complete set of tender documents and samples will be available and can be obtained at the Pixley Ka Seme District Municipality offices at Culvert Road, De Aar.

#### **Specifications**

Newsletter	Annual Report	Christmas Cards
2000 Copies (per quarter)	100 Copies	100 Copies
12 Pages including cover page	+ 200 pages	
A4 size	A4 size	A5 size folded
Pages printed on 128gsm gloss paper	Pages printed on 128gsm gloss paper	Pages printed on 128gsm gloss paper
Full Colour	Colour	Colour
Folded and stapled	Saddle stitched and trimmed to size	Folded
Graphic designing and printing	Graphic designing and printing	Graphic designing and printing
Proof Reading	Proof Reading	Proof Reading

Tenders in sealed envelopes and properly marked: " Tender No: **TD02/2016 Printing of Newsletters, Annual Reports and Christmas Cards, etc for a contract period ending 30 June 2017**" must be delivered to the Municipal Manager or placed in tender box at the municipal offices in Culvert Road, De Aar, or posted to Pixley Ka Seme District Municipality, Private Bag X1012, De Aar, 7000, to reach the mentioned address before 12:00 on Friday, 16 September 2016, directly after which the tenders will be opened and tenderers' names and amounts will be made public. No tenders or copies of tenders received by e-mail, telefax machine or per telegram will be considered.

Tenderers that submit tenders by courier must make sure that all tender documents be handed in and placed in the tender box. This is not the responsibility of the District Municipality to ensure that the tender is placed in the tender box.

Pixley Ka Seme District Municipality reserves the right not to accept any tender. Tenders are subject to the General Conditions of Contract and the SCM policy of Pixley ka Seme District municipality.

Enquiries: A Wele

R.PIETERSE  
MUNICIPAL MANAGER

## BID SPECIFICATIONS AND CONDITIONS

### 1. SCOPE OF TENDER

The scope of this contract covers the printing and delivery of newsletters, annual reports and Christmas cards to the Pixley Ka Seme District Municipality.

### 2. PERIOD OF CONTRACT

The contract period is till the 30 June 2017.

### 3. ACCEPTANCE OR REJECTION OF A TENDER

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or the tender scoring the highest points.

### 4. REGISTRATION ON ACCREDITED SUPPLIER DATABASE

It is expected of all prospective service providers who are not yet registered on the Central Database to register without delay on the system. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Database.

### 5. COMPLETION OF TENDER DOCUMENTS

(a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender.

(b) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

(c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

(d) No unauthorized alteration of this set of tender documents will be allowed. Any unauthorized alteration will disqualify the tender automatically. Any ambiguity has to be cleared with contact person for the tender before the tender closure.

### 6. TAX CLEARANCE CERTIFICATE

(a) A valid original Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the bidder on record. The onus is on the bidder to ensure that the Municipality has an original Tax Clearance Certificate on record. If the South African Revenue Services (SARS) cannot provide a valid original Tax Clearance Certificate; the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.

(b) In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance Certificate with the bid documents unless the member is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the member on record.

(c) If a bid is not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the Municipality, the Municipality reserves the right to obtain such document after the closing date

to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

#### 7. MUNICIPAL RATES, TAXES AND CHARGES

- (a) A certified copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.
- (b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.
- (c) If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears

#### 8. EXPENSES INCURRED IN PREPARATION OF TENDER

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

#### 9. CONTACT WITH MUNICIPALITY AFTER TENDER CLOSURE DATE

Bidders shall not contact the Pixley Ka Seme District Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Pixley Ka Seme District Municipality, it should do so in writing to the Municipality.

#### 10. EVALUATION OF TENDERS

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents

#### 11. CONTRACT

(a) The successful bidder will be expected to sign the agreement bid documents. The signing of Service Level Agreement will signify the conclusion of the contract. The Municipality, at its discretion, may request the signing of an Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.