



Tender Notice and Invitation to Tender

THEEWATERSKLOOF MUNICIPALITY, the Acting Director: Corporate Services invites tenders for **CONTRACT NO: COR 01/2024/25 - SUPPLY AND DELIVERY OF PHOTOCOPY PAPER TO VARIOUS MUNICIPAL - AND TRAFFIC OFFICES OF THEEWATERSKLOOF MUNICIPALITY FOR THE PERIOD FROM 01 JULY 2024 TO 30 JUNE 2027.**

Only tenderers who satisfy the eligibility and responsiveness criteria stated in the Tender Conditions and Tender Data (Clause 2.1) are eligible to submit tenders.

All bids received shall be evaluated in terms of the Theewaterskloof Municipality Supply Chain Management Policy, read with the Preferential Procurement Regulations of 2022. It is estimated that the 80/20 preference points system will be applicable. Tenders will be evaluated in terms of price and preference.

The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on www.csd.gov.za

A set of tender documents may be obtained from the Theewaterskloof Municipality, Supply Chain Management Department, 6 Plein Street, Caledon from **Wednesday, 24 April 2024** during office hours Monday to Thursday 07:45 to 13:00 and 13:45 to 16:45 and Fridays 07:45 to 13:00 and 13:45 to 15:30. **Payment of a non-refundable tender participation fee of R 550.00 (VAT inclusive) is applicable.** This is an eligibility criterion and is payable by means of electronic transfer or direct deposit only. Proof of payment of the participation fee must accompany your tender document when submitting it. Refer enquiries **only in the aforementioned regard** to Mr Hanro September at hanrose@twk.gov.za.

Tender documents can also be requested via email from hanrose@twk.gov.za for perusal purposes only.

All technical enquiries must be directed to the Directorate Corporate Services to:

Mrs Marelize Faul

Theewaterskloof Municipality

Caledon Head Office

E-mail: marelizefa@twk.gov.za

Please note that no verbal queries will be entertained.

The closing time for receipt of tenders is **12:00 on Friday, 17 May 2024** at the Theewaterskloof Municipality, Tender Box 1- at the main entrance, 6 Plein Street, Caledon. Telegraphic, telephonic, telex, facsimile, electronic/e-mailed and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued. Tenders, completed in full, must be submitted in tender box no. 1 which is located at the entrance to the municipality head office of Theewaterskloof Municipality, 6 Plein Street, Caledon.

Please note that the tender box is open 24/7 and that the deposit slot opening is 5 x 30 cm.

Council reserves the right to accept a tender in full, partially or not at all and is not obliged to accept the lowest tender received. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The 80/20 preference point system in terms of the Theewaterskloof Municipality's Preferential Procurement Policy will be applicable as follows;

Price 80

Specific goals: (20)

- a) B-BBEE status level of contributor 10**
- b) promotion of local area enterprises 10**
- Total points 100**

**WSE Solomons-Johannes
Municipal Manager
Theewaterskloof Municipality
P O Box 24
6 Plein Street
Caledon
7230**