



## TENDER INVITATION

**Moqhaka Local Municipality hereby invites interested prospective bidders to submit offers for the following proposals:**

BID NO.	DESCRIPTION	BID AMOUNT	PREFERENTIAL POINTS SYSTEM	CIDB GRADING	CONTACT PERSON	COMPULSORY BRIEFING DATE	CLOSING DATE FOR TENDERS
1/2/1/2024-25	Short Term Insurance For A Period of Three Years	Non-Refundable Fee: R 2 000	<b>80/20</b> 80 - Price 20 - Specific Goals: Locality=15 Women Ownership=5	N/A	Mr. M Mosese Tel: 056 216 9142 Email: <a href="mailto:mphalanem@moqhaka.gov.za">mphalanem@moqhaka.gov.za</a>	N/A	Wednesday 21 August 2024 @12:00pm
2/2/1/2024-25	Re-Advertisement: Service Provider For Qualification of Certificate Municipal Finance Management Programme For Moqhaka Local Municipality – SAQA ID: 48965 For A Period of Three Years As and When Required	Non-Refundable Fee: R 2 000	<b>80/20</b> 80 - Price 20 - Specific Goals: Locality=15 Women Ownership=5	N/A	Ms. K Moabi Tel: 056 216 9414 E-mail: <a href="mailto:kekem@moqhaka.gov.za">kekem@moqhaka.gov.za</a>	Wednesday 24 July 2024 @09:00 - 10:00 (Allen Rautenbach Hall)	Wednesday 28 August 2024 @12:00pm
2/2/2/2024-25	Appointment of a Service Provider For Supply, Delivery, Installation, Deployment and Printing Services (Including Print Management Software) For A Period of Three Years	Non-Refundable Fee: R 2 000	<b>80/20</b> 80 - Price 20 - Specific Goals: Locality=15 Youth Ownership=5	N/A	Ms. S Tsekeli Tel: 056 216 9208 Email: <a href="mailto:selloanet@moqhaka.gov.za">selloanet@moqhaka.gov.za</a>	N/A	Monday 19 August 2024 @12:00pm
2/2/3/2024-25	Appointment of a Service Provider For The Supply, Delivery and Installation of Antivirus Software For A Period of Three Years	Non-Refundable Fee: R 2 000	<b>80/20</b> 80 - Price 20 - Specific Goals: Locality=15 Youth Ownership=5	N/A	Mr. M Ramodibe Tel: 056 216 9210 Email: <a href="mailto:modiber@moqhaka.gov.za">modiber@moqhaka.gov.za</a>	N/A	Monday 19 August 2024 @12:00pm
3/2/1/2024-25	Re-Advertisement: Viljoenskroon/Rammulotsi Upgrading Of Raw Water Pumps And Construction Of Recovery Dams.	Non-Refundable Fee: R 2 000	<b>80/20</b> 80 - Price 20 - Specific Goals: Locality=15 Youth Ownership=5	7CE & Above	Mr. O Garegae Tel: 056 216 9139 E-mail: <a href="mailto:moqhakapmu@gmail.com">moqhakapmu@gmail.com</a>	Wednesday 24 July 2024 @10:00 - 11:00 (Allen Rautenbach Hall)	Monday, 26 August 2024 @ 12:00pm

3/2/2024-25	Appointment of A Service Provider For Water Quality Management, Monitoring of Drinking Water and Waste Water Quality, Sampling of Both Drinking and Waste Water Management of Blue and Green Drop Systems	Non-Refundable Fee: R 2 000	<b>80/20</b> 80 - Price 20 - Specific Goals: Locality=15 Women Ownership=5	N/A	Ms. E Thema Tel: 056 216 9231 E-mail: <a href="mailto:emmat@moqhaka.gov.za">emmat@moqhaka.gov.za</a>	N/A	Monday 26 August 2024 @12:00pm
4/2/1/2024-25	Installation, Upgrade and Maintenance of Electronic Security System	Non-Refundable Fee: R 2 000	<b>80/20</b> 80 - Price 20 - Specific Goals: Locality=15 Youth Ownership=5	N/A	Mr. J Radebe Tel: 056 216 9251 E-mail: <a href="mailto:radebej@moqhaka.gov.za">radebej@moqhaka.gov.za</a>	N/A	Wednesday, 28 August 2024 @ 12:00pm

**PLEASE TAKE NOTE, THE SUPPLY CHAIN MANAGEMENT OFFICE HAS MOVED FROM THE HILL STREET MAIN BUILDING TO THE MAGASYN STORES BUILDING IN INDUSTRIA.**

Bid documents will be available on/from 17 July 2024 and 24 July 2024 (for tenders with the briefing session) from 08:00 am to 15:30pm (Monday-Thursdays) and 08:00 am to 13:00pm (Fridays), until the closing date, upon payment of a cash non-refundable fee as per document, at the cashier office, Municipal Building, Hill Street, Kroonstad. The bid documents can then be collected from the Supply Chain Management Offices, Kroonstad Municipality (Magasyn Building), Cnr 11th & 12th Way, Kroonstad, 9499.

#### Payment Of Non-Refundable Fee:

Payment of the non-refundable fee of R2 000.00 can be made at the cashiers at the main Municipal Building, Hill Street or directly into the municipal bank account. Proof of EFT payment should then be forwarded to the SCM office via email to [stephanieb@moqhaka.gov.za](mailto:stephanieb@moqhaka.gov.za) and [thembekam@moqhaka.gov.za](mailto:thembekam@moqhaka.gov.za) or [janis@moqhaka.gov.za](mailto:janis@moqhaka.gov.za) , after which the complete document will be forwarded to the bidder via email.

#### Moqhaka Local Municipality Banking Details:

Bank: ABSA Bank Kroonstad  
Account Number: 40-5327-4876  
Branch Code: 334536  
Bidder Reference: Company Name and Tender Number

#### Submission of Tenders:

By hand: Bid documents and supporting documents must be sealed and externally endorsed with the **Bid Name, Bid Number and Bid Description** and placed in a bid box, **at the SCM Offices, Kroonstad Municipality (Magasyn Building), Cnr 11<sup>th</sup> & 12<sup>th</sup> Way, Kroonstad, 9499.**

#### Opening of Tenders

Tenders will be opened in public.

Bidders must take note of the following:

- **Bidders are required to bind their bidding documents in a presentable manner and not to include loose papers.**
- **NB: Bid no: 1/2/1/2024-25; 3/2/1/2024-25:** If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements for the past three years or since their establishment if established during the past three years

- The Bid document contains all the returnable documents, and each page must be initialled.
- **All MBD's must be signed and witnessed by two witnesses, where requested. Unsigned bids will be disqualified.**
- **The following compulsory documents must be attached:**
  1. The company's registration documents,
  2. Copies of the identity documents the company's directors (not older than six (6) months (180 days),
  3. The company's Tax Clearance Certificate / TCC Pin,
  4. A copy of the bidder's registration and grading certificate with the CIDB (Where applicable),
  5. The proof of CSD registration document.
- **The company's Municipal rates, taxes statement.**
  - a) The municipal rates and taxes statement, which is in the name of the company, not older than three (3) months; or
  - b) The Clearance Certificate issued by the bidding companies' local municipality, which is in the name of the company, not older than three (3) months; or
  - c) The completed Municipal Form with either the stamp of the municipality or the landlord, which is in the name of the company, not older than three (3) months (if the landlord does not have a stamp, please attach the lease agreement and landlord's municipal account statement) or
  - d) An official letter which is in the name of the company from the local tribal authority, not older than three (3) months; or
  - e) A valid signed lease agreement which is in the name of the company, that clearly shows the business address (not expired at closing date), **accompanied** by tax invoice/statement of account from the estate agent / landlord not older than three (3) months; or
  - f) If the municipal rates and taxes statement is in the Landlord's or Director's name an affidavit certified by the commissioner of oaths **must** be attached indicating that the company/enterprise is operating from the stated address, **accompanied** by their municipal rates and taxes statement (not older than three (3) months).
  - g) No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.
- In terms of Joint Venture: bidders must attach a joint venture agreement and ID (preferably certified) copies of the Company's Directors; further to this, parties to the joint venture agreement must ensure that they submit all the required compulsory documents for each company as stated in the advert.
- Late, unsigned, or incomplete bids will be disqualified.
- Bids must only be submitted on the bid documentation provided by the Moqhaka Local Municipality.
- Bids will be evaluated according to the 80/20 or 90/10 for preferential points system.
- Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date.
- No bids will be considered from persons in the service of the state as defined in the municipal supply chain management regulations (government gazette no 27636 dated 30 May 2005).
- Preference will be given to service providers within Moqhaka Local Municipality.
- Moqhaka Local Municipality reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with the specifications / requirements.
- Bidders are required to submit all bid documentation on the tender closing date. No additional or new bid documentation will be accepted after tender closing date. Failure to adhere to this will result in the bid being disqualified for non-compliance with the terms and conditions of this bid.
- The Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any or none of the tenders submitted, as it may deem expedient.
- The Municipality also reserves the right, in its sole discretion, to re advertise or not to award the tender;
- Failure to attach the above-mentioned copies will result to a tender being non-responsive;
- The municipality will only communicate the outcome of the bid with the successful bidder and more information can be obtained from the municipal website.

### **Enquiries**

All enquiries pertaining to Supply Chain Management Matters can be directed to at 056 216 9185 / 86.