Knysna Municipality invites tenders for the appointment of a service provider to design and place advertisements in provincial and national media for a period of three (3) years.

The physical address for collection of tender documents is Supply Chain Management Unit, Finance Building, Queen Street, Knysna.

A receipt for a non-refundable deposit of R 218.00 payable by cheque made out in favour of Knysna Municipality is required on collection of the tender document. E-mailed tender documents can be obtained from the following address: cybezuidenhout@knysna.gov.za at no cost.

Technical enquiries relating to the tender documents may be addressed to: Gumbi Tyelela, Tel No. 044-302 6455, email: gtyelela@knysna.gov.za

The closing time for submission of bids is 12h00 on Wednesday, 06 April 2016. Bids must be sealed in an envelope clearly marked with the bid number and title given above, and placed in the bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna, before the latter time and latest date. Telephonic, facsimile, e-mail and late bids will not be accepted. Bids must remain valid for a period of ninety (90) days after the closing date of the bid.

Bids will be opened on the same day at the Supply Chain Management Section at 12h05. Late or unmarked bids will not be considered.

Bids may only be submitted on the bid documentation that is issued.

The evaluation of this bid will be subject to functionality evaluation. Tenderers must achieve a minimum functionality score of 30 points (30 points or more out of 50 points). Bids that fail to score the minimum score for functionality will be disqualified. The functionality criteria and weighting is set out in the tender document.

Bids will be evaluated according to the 90/10 preference points system. The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2011.

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

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Document.

G.S Easton  
Municipal Manager  
Clyde Street  
KNYSNA  
6570