

 <p><b>Knysna</b> Municipality • Munisipaliteit • uMasipala INCLUSIVE. INNOVATIVE. INSPIRED.</p>	<b>KNYSNA MUNICIPALITY</b>		
	<b>TENDER NOTICE AND INVITATION TO BID</b>		
	<b>NOTICE NO :</b>	<b>1</b>	<b>DEPARTMENT:</b>
<b>ADVERTISED IN:</b>	<b>KNYSNA-PLETT HERALD, ACTION ADS, MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, E- TENDER PORTAL</b>		
<b>BID NO:</b>	<b>52/2018/19</b>	<b>PUBLISHED DATE:</b>	<b>14 February 2019</b>
<b>Bids are hereby invited for (Tender Description):</b>	<b>SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES FOR A PERIOD OF ONE (1) YAER</b>		
<b>CLOSING TIME AND DATE:</b>	<b>No later than 12H00</b>	<b>On the Date:</b>	<b>06 March 2019</b>
	Bids will be opened immediately thereafter, in public at the Knysna Municipality, Supply Chain Management Unit, Finance Building, Queen Street, Knysna		
<b>AVAILABILITY OF BID DOCUMENTS:</b>			
Tender Documents will be available at no charge from the Knysna Municipality Website at <a href="http://www.knysna.gov.za">www.knysna.gov.za</a> ( Website navigation is as follow: Information centre – SCM – Tenders).			
Alternatively Print Copies of the Tender Documents will be available as from 07h30 and thereafter on weekdays from 07h30 until 16h30, at Knysna Municipality: Supply Chain Management Unit, Finance Building, Queen Street, Knysna, at a non-refundable fee, payable to a cashier at Knysna Municipality Customer Care, Main Street, Knysna.		The fee may also be transferred via EFT (Knysna Municipality, Current Account – 1626561826, Nedbank, Knysna, Branch Code - 198765). Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee. Tender Document reference number: 349750848228	
<b>Date Available:</b>	<b>18 February 2019</b>	<b>Non-refundable Documentation Fee:</b>	<b>R 266.00</b>
<b>BID RULES:</b>			
<p>1. Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the office of the Knysna Municipality, Supply Chain Management Unit, Finance Building, Queen Street, Knysna.</p> <p>Bids may only be submitted on the bid documentation that is issued</p> <p>The tender will be evaluated on functionality as a criterion. A bidder that scores less than 20 points out of 30 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.</p> <p>Bids will be evaluated according to the <b>80/20</b> points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2017</p> <p>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.</p>			
<b>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 40553 DATED 20 JANUARY 2017)..</b>			
Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the CSD. Application forms are obtainable from the official website – <a href="http://www.Knysna.gov.za">www.Knysna.gov.za</a>			
<b>Tenders shall be evaluated in terms of the Knysna Municipality Supply Chain Management Policy incorporating Preferential Procurement</b>		Bidders may claim preference points in terms of their B-BBEE status level of contribution.	

<b>Preferential Procurement Point System Applicable</b>		80/20	<b>Local Content Requirement</b>	N/A
<b>CIDB Registration Required</b>	N/A		<b>Validity Period</b>	90 Days
<b>Validity period</b>	Notwithstanding the period for validity of bids as set out in the bid documents, bids shall be deemed to remain valid until formal acceptance by the Knysna Municipality of an offer at any time after the expiry of the original validity period, unless the Knysna Municipality is notified in writing of anything to the contrary (including any further conditions) by the bidder			
<b>Site Meeting/Information Session</b>	N/A			
<b>ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		<b>ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:</b>		
<b>Section:</b>	Stores	<b>Section:</b>	Supply Chain Management	
<b>Contact Person:</b>	Patric Claasen	<b>Contact Person:</b>	C Bezuidenhout	
<b>Tel:</b>	044- 302 6362	<b>Tel:</b>	<b>Written Enquiries Only</b>	
<b>Email:</b>	pclaasen@knysna.gov.za	<b>Email:</b>	cybezuidenhout@knysna.gov.za	
<b>Authorised by:</b>		<b>ACTING MUNICIPAL MANAGER</b>		<b>MS POB MAKOMA</b>