

KNYSNA MUNICIPALITY

**TENDER NO: T 18/2020/21:
SUPPLY AND DELIVERY OF STATIONARY & OFFICE SUPPLIES FOR A PERIOD OF THREE (3)
YEARS.**

Knysna Municipality invites tenders for Supply and Delivery of Stationary & Office Supplies for a period of three years.

Tender documents must be downloaded from the Knysna Municipality website: www.knysna.gov.za at no cost. Website navigation is as follow: Do Business – Bidding Opportunities - Tenders – Current Tenders.

Technical enquiries relating to the tender documents may be addressed to: Rudi Bouwer, email: rbouwer@knysna.gov.za

The closing time for submission of bids is **12h00 on Wednesday, 02 September 2020**. 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**, on or before the mentioned time and latest date. Telephonic, facsimile 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. 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.

Due to the ongoing COVID 19 Pandemic the country is experiencing the Knysna Municipality hereby state that tender documents may be submitted via electronic format. Tender documents can be emailed to - procurement@knysna.gov.za on or before 02 September 2020 at 12:00. However these submissions must be supplemented by hard copies upon request, once the evaluation process start.

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 subjected to functionality scoring. Tenderers must achieve a minimum qualification score of **20 out of a possible 30** for further evaluation. The qualifying criteria and weighting is set out in the tender document.

Bids will be evaluated according to the **80/20** 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 2017.

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.

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).

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

**Dr L Scheepers
ACTING MUNICIPAL MANAGER
Clyde Street
KNYSNA
6570**

