

## BUFFALO CITY MUNICIPALITY

### TENDERS

<b>CONTRACT NO.</b>	<b>DESCRIPTION OF CONTRACT</b>
<b>2888</b>	Appointment of service provider: Supply, printing and mailing of monthly accounts

**Enquiries:** Mr. M. Van Aardt – 043 705 3109

**Evaluation Criteria: 90/10** Price = 90 HDI = 10

Potential bidders are urged to submit the following attachments when submitting; failing to do so could lead to disqualification

- Valid Tax Clearance Certificate
- CK Document/Registration Certificate
- Copy of Identity Documents
- Company Profile
- Municipal Debt Clearance Certificate/Lease of Agreement

Tender documents may be obtained from the Contracts Management Department, Municipal Stores, 80 Phillip Frame Road, Chiselhurst (P.O. Box 626), East London on payment of **R200.00**

#### **SUBMISSION OF TENDERS:**

Tenders documents must be submitted before **12:00 on Tuesday, 21 December 2010.**

Tenders may be submitted by hand or by post. Faxed, e-mailed, unsigned or incomplete tenders will not be accepted.

1. **By hand :** ***One original copy*** sealed tenders endorsed on the envelope with the Bidder's name and address and the contract number must be deposited in the formal tender box, Municipal Stores, 80 Philip Frame Road, Chiselhurst, East London or the Town Secretary's Department, Civic Centre, Independence Avenue, Bhisho.
2. **By post :** To reach the Municipal Manager, P.O. Box 626, East London, 5200 in sufficient time for it to be placed in the Tender Box before the closing time. It must be expressly understood that the Council disclaims any responsibility for seeing that bids sent by post or delivered in other way to the Council, are lodged in the tender box.

## **OPENING OF TENDERS:**

Tenders will be opened in public at 14:00 on **Tuesday, 21 December 2010**, at Municipal Stores, 80 Philip Frame Road, Chiselhurst, East London

Standard tender conditions will apply. Council reserves the right not to accept the only or lowest or any tender at all, or to accept the whole or part of any tender. The invitation and award of tenders is subject to the Council's Procurement Policy on tenders. The Council gives preference to previously disadvantaged contractors as set out in the procurement formula in the tender documents. Canvassing of Councillors or Municipal Officials shall disqualify a tender.

The Council reserves the right to extend the tender period by a notice in the press.

**A. FANI**  
**ACTING MUNICIPAL MANAGER**                      **(6467)**

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DAILY DISPATCH            :            ONE INSERTION            :            19 NOVEMBER 2010