

Bid Notice and Invitation to Bid



PORT ST JOHNS
MUNICIPALITY
SEA HERITAGE SUP PEOPLE

RE-ADVERTISEMENT

INVITATION TO BID: APPOINTMENT OF SERVICE PROVIDER FOR THE PREPARATION OF ANNUAL FINANCIAL STATEMENTS AND FIXED ASSET REGISTER FOR A PERIOD OF THREE YEARS.

BID NO.	PLACE & TIME	BID CLOSING DATE
RE-PSJLM – BTO- 2018/19- 19	Port St. Johns Municipal Offices Closing @11H00	03-05-2019

Bid Document will be available from **29 March 2019** at Port St. Johns Municipal offices upon payment of a **non-refundable deposit of R 354.71** per Document. Only cash or bank guaranteed cheque will be accepted. All cheques must be made payable to Port St. Johns Local Municipality.

Completed proposal and supporting documentation, placed in a sealed envelope clearly marked on the outside of the envelope with bid details of project it is meant for, e.g.: **RE-PSJLM-BTO- 2018/19-19 Bid: Appointment for a Service Provider for the Preparation of Annual Financial Statements and Fixed Asset Register for a Period for three Years.**

The envelope must be dropped in the marked bid box placed at the Reception at Port St. Johns Municipal offices, Erf 257 Main Street, no later than **11:00 AM** on the date as mentioned above. All the received bids will be opened in public at the same time and date.

All related enquiries shall be directed to Ms S.Mtshamba Acting Manager Supply Chain within normal office hours at **(047) 564 1207/8**

Price & Preferential Policy

Price	: 80	Points
B-BBEE Status Level of Contribution*	: 20	Points (Ref: Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations)
TOTAL	: 100	Points

BIDDERS MUST SUBMIT THE FOLLOWING:

- Rates Clearance Certificate not later than 60 days, if exempted attach proof from your respective Municipality or Statement from the office that the Valuation Roll resides with or lease agreement
- Attach Compliance Tax Pin for verification on SARS website and Tax Reference
- A certified copy of B-BBEE certificate and for joint ventures B-BBEE must be combined and certified, B-BBEE certificate must be SANAS approved or SANAS approved Agent or attach sworn affidavit with original stamp of Commission
- Any other information to support the project must be provided
- All other information is contained on the Tender Document

- Service Provider must be registered with CSD and submit a detailed CSD report.
- Bidders will be assessed on Functionality and Price.
- In the case of a Joint Venture, a detailed Agreement indicating the level of involvement and responsibilities of each Joint Venture partner must be submitted. Individual partners are to comply and submit all relevant documents.
- All other pre-requisites as detailed on the Terms of Reference Documents shall apply.
- Failure to comply /complete All the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned Bids will not be considered.

NB

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and in terms of Preferential Policy Framework Act, 2000 (Act No.5 of 2000) as explained above
- Proposals are to hold good for a period of 90 days (validity of bid) from the date of bids closing.
- If communication is not received from Port St Johns Municipality within 90 days of the bid consider your Bid as non-responsive.

Port St. Johns Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of the bid or cancel the Bid.

ISSUED BY:



H.T. Alazo
Municipal Manager

25/03/2019
Date