



## BID NOTICE

### **Bid No.: 20/24/25 PROVISION OF BULK PRINTING & MAILING OF MONTHLY CONSUMER STATEMENTS AND NOTICES OVER A PERIOD OF 3 YEARS**

Bids are hereby invited from suitable service providers for the provision of bulk printing & mailing of monthly consumer statements and notices over a period of 3 years.

The physical address for collection of bid documents is: Mandeni Municipality, Civic Centre, 2 Kingfisher Road, Mandeni (cashiers office) upon presentation of a receipt proving prior payment of a non-refundable fee of **R600.00** (inclusive of VAT), (Debit card, Cash or EFT: Ref no.: Bid No.20/24/25). Bid documents can also be mailed to bidders after submission of POP. The municipal bank details may be requested via email from the Manager. **Bid documents will be available from Monday, 17 March 2025 until Monday, 31 March 2025 from 08h00 until 15h30.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed in an envelope and marked: **"BID NO.: 20/24/25 AND BULK PRINTING & MAILING OF MONTHLY CONSUMER STATEMENTS AND NOTICES OVER A PERIOD OF 3 YEARS** and must be deposited in the tender box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni **no later than 12H00, on Wednesday, the 16<sup>th</sup> of April 2025** at which time bids will be opened in public. Closing time will **only** be determined by the Municipal watch displayed on the Municipal wall at the reception. The name and address of the Bidder must be clearly written on the sealed envelope containing the Bid Document. **Late submission, e-mail or fax bids will no circumstances be considered. Only bidders registered on Central Supply Database (CSD) will be considered.**

**The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:**

<b>Specific Goal</b>	<b>Maximum Allocated Points</b>
Enterprise Located within the Ilembe District Municipality	7
EME or QSE which is at least 100% owned by black people	5
Enterprise 100% owned by Women	5
Enterprise 100% owned by Youth	3


The Mandeni Municipality subscribes to the preferential procurement policy framework Act, Act No. 5 of 2000 and its associated Regulations of 2022. Bids will be evaluated and adjudicated in terms of the Mandeni Municipality's SCM Policy in two stages. First stage of evaluation is functionality and second stage being price (form of offer). Bids shall be valid for a period of 120 days. The Mandeni Municipality does not bind itself to accepting the lowest bid, either wholly or in part or give any reason for such action. All prospective bidders will be screened in

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. SC. Mdletshe



accordance with the National Treasury's Defaulters Data Base. Canvassing in any form of gift to Council is strictly prohibited and will lead to the disqualification of the bid. Queries relating to the issuing of these documents may be addressed to Mr. Mukelani Bhodoza from the SCM Department on Tel. No.(032)4568291,email: [mukelani.bhodoza@mandeni.gov.za](mailto:mukelani.bhodoza@mandeni.gov.za) Technical queries may be directed to Senzo Makhoba on Tel. No. (032) 456 8205, Email: [senzo.makhoba@mandeni.gov.za](mailto:senzo.makhoba@mandeni.gov.za)

  
MUNICIPAL MANAGER  
MR. SG KHUZWAYO

Date

13/03/2025