

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WITZENBERG MUNICIPALITY

BID NUMBER: 08/2/19/20

CLOSING DATE: 14 DECEMBER 2021

CLOSING TIME: 12:00

DESCRIPTION: SERVICE PROVIDER FOR THE COMPILATION AND MAINTENANCE OF GENERAL VALUATION ROLL SUPPLEMENTARY VALUATION ROLL AND OTHER RELATED VALUATION SERVICES FOR WITZENBERG MUNICIPALITY

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

The following conditions to bid exist:

(Failure to comply may result in your bid being disqualified)

1. Bidders should ensure that bids are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. The bid box is generally open 24 hours a day, 7 days a week. **Telephonic, facsimile, electronic/mailed and late bids will not be accepted.**
2. All prices must **include VAT**.
3. Functionality is applicable to this bid.
4. Bids will be evaluated according to the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553.
5. An original or certified copy of the bidder's Broad-Based Black Economic Empowerment (B-BBEE) certificate must be attached to this bid document in order to claim B-BBEE points.
6. **Documents can be obtained via email during office hours from Mondays to Fridays from Witzenberg Municipality. The amount (R200.00) is payable at the Municipal Head Office, 50 Voortrekker Street, Ceres or via EFT. Proof of payment must be submitted before the bid document will be released.**
7. The bids will be opened in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres in public immediately after the closing time at 12:00.
8. The bid must be properly received in a sealed envelope which must clearly indicate the description of the bid, the bid number and the name and postal address of the bidder on the outside of the sealed envelope. Unmarked bids will not be taken into consideration and will be returned. **Note: Originally completed bid documents must be submitted in the bid box, at the entrance of the Municipal Offices, Witzenberg Municipality, 50 Voortrekker Street, Ceres. No electronic bid submissions will be accepted.**
9. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid.
10. **Bidders must provide a valid Tax Verification Details (Tax reference number and valid third party verification pin) as issued by SARS in order to confirm their tax compliance status. Failure to provide such details may result in your bid being disqualified.**
11. Do not dismember this Bid Document (do not take it apart or put documents between its pages).
12. All other documents of the submission must be **attached behind** this bid document.
13. The bidder must complete the checklist at the back of this bid document.
14. **Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.**
15. **Clarification Meeting(s) will not be held, all bid enquires are therefore to be submitted no later than 10 working days prior to the bid closing date.**

BANKING DETAILS AS FOLLOWS:

Bank:	First National Bank
Name:	Witzenberg Municipality
Branch code:	200107
Account number:	627 482 159 79
Reference number:	Bid number

CONTACT DETAILS FOR ENQUIRIES:

Ms S Mentor Tel: (023) 312-1761: Email: supplychain@witzenberg.gov.za

D NASSON
MUNICIPAL MANAGER