



INVITATION TO BID

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

BID NUMBER: 08/2/9/16

CLOSING DATE: 30 September 2011

CLOSING TIME: 12:00

**DESCRIPTION: SUPPLY AND DELIVERY OF ALL PURPOSE LIGHT FIRE FIGHTING VEHICLE (4X4)**

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.
2. Bids may only be submitted on the bid documentation provided by the municipality
3. Only bidders who satisfy the eligibility criteria stated in the Standard Conditions of Bids are eligible to submit a bid.
4. Bid documents can be obtained during office hours from Monday to Thursday: 8h30 -13h00 and 13h45 - 15h30 and Fridays: 8h30 – 13h00 and 14h00 – 14h30 from the Witzenberg Municipality, Supply Chain Unit, Drommedaris Street, Ceres at a cost of R100.00 per set.
5. All bids received shall be evaluated in terms of the Witzenberg Municipality's Supply Chain Management Policy and the Preferential Procurement Policy Framework Act. The 80/20 preference points system will be applicable.
6. **NB:** No bids will be considered from persons in the service of the state (See MBD 4)
7. **Telephonic, facsimile, electronic/emailed and late bids will not be accepted.**
8. An original tax clearance certificate must be attached (MBD 2) **Bidders who are registered on the municipality's accredited supplier database and attached an original valid tax clearance certificate to their application form does not need to submit an original tax clearance certificate with their bid document. However, the onus is on the bidder to confirm with the Supply Chain Unit whether or not his/ her tax clearance certificate that was submitted with the supplier application form will be valid at the time of bid closing.**
9. All bid prices must include VAT
10. All the information as requested on the preferential claim form must be completed in order to claim preferential points. A bidder whose claim form is not completed will not be eligible for any preferential points.
11. 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.
12. The lowest or any bid shall not necessarily be accepted and the Council reserves the right to accept any part of the bid.
13. The bidder must be a registered vehicle dealer.
14. **All bids must be accompanied by a copy of the business registration documents.**

**SUBMIT BID DOCUMENTS**

TO/ OR

<b>POSTAL ADDRESS:</b> Municipal Manager Witzenberg Municipality PO Box 44 Ceres, 6835 (Ensure bid number and title are on envelope)	<b>TO BE DEPOSITED IN:</b> The bid box at the entrance of the Municipal Offices of Witzenberg 50 VOORTREKKER STREET CERES (Ensure bid number and title are on envelope)
<b>ATTENTION:</b> FINANCIAL DIRECTORATE, SUPPLY CHAIN UNIT, DROMMEDARIS STREET, CERES	
<b>CONTACT DETAILS FOR:</b> Mr M Frieslaar Tel: (023) 312-1761/5 Email: mfrieslaar@witzenberg.gov.za	

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MUNICIPAL MANAGER