Tender Number: 2020/065

Tender Title: Supply and Delivery of Toners and Cartridges for Umgeni Water Stores for a Period of Five Years

T1.1 TENDER NOTICE AND INVITATION TO TENDER


Competent and experienced service providers are invited to tender for the following:

Supply and Delivery of Toners and Cartridges for Umgeni Water Stores for a Period of Five Years

In addition to the evaluation criteria specified in clause F2.1 of the Tender document, Tenderers’ are required to:

- achieve at least 35% Contract Participation Goals (CPG) including a minimum 5% Black Women Participation of the value of goods, services and Works paid to one or more targeted enterprises to comply with Umgeni Water’s BBBEE policy initiative.

Evaluation method:

The tender will firstly be evaluated on eligibility. If found to be eligible, it will be further evaluated in two stages i.e.

- Functionality shall be assessed. A minimum functionality score of 70 points is required for the tender to be considered further.
- Price & Preference using the 80/20 Preference Point Scoring System in terms of PPPFA

The physical address for collection and submission of tender documents and the submission of tenders is:

**Umgeni Water, 310 Burger Street, Pietermaritzburg.**

Documents shall be collected during working hours from 09h00 to 15h00 from 10 February 2020 to 14 February 2020.

**Tender documents shall only be sold during the said period and hours.**

A non-refundable tender fee of R500 payable by Electronic Fund Transfer is required before collecting the Tender Document. Proof of EFT payment is to be provided on collection. The said transfers may be made to:

**BANK NAME: NEDBANK LIMITED**
**ACCOUNT NAME: UMGENI WATER BOARD- MAIN ACCOUNT**
**ACCOUNT NUMBER: 1196366594**
**REFERENCE: TENDER NO. 2020/065 and Company Name.**

**NOTE: 1 TENDER DOCUMENTS SHALL NOT BE ISSUED IF INCORRECTLY REFERENCED.**
**2 TENDERER TO FORWARD NOTIFICATION OF PAYMENT BY E-MAIL TO Zamah Gasa AT Zamah.gasa@umgeni.co.za**
NOTE: NO CASH PAYMENT WILL BE ACCEPTED WHEN ISSUING TENDER DOCUMENTS.

Queries relating to the issue of these documents shall be addressed to: Ms Zamah Gasa, Tel No.: 033 341 1075, e-mail: zamah.gasa@umgeni.co.za.

A compulsory clarification meeting with representatives of Umgeni Water shall take place at Head Office on 17 February 2020 starting at 12h30.

Only Tenderers who have purchased the Tender documents must attend this meeting.

No tender documents will be issued at the clarification meeting. Therefore, if tenderers pay during the collection period, they must ensure collection before the meeting.

Tenderers must ensure that they bring their documents to the clarification meeting for signing purposes. No concessions will be made for tenderers who do not have their tender documents in their possession.

The closing time for submission of tenders is 12h00 on 12 March 2020.

Tenders are to be deposited in the tender box located outside the main entrance at Umgeni Water, 310 Burger Street, Pietermaritzburg.

Persons aggrieved by decisions or actions taken by Umgeni Water, may lodge an appeal within 7 days of the date of the intention to award advertisement appearing in the relevant print media.

The appeal (clearly stating reasons for appeal) and queries with regard to the decision of award are to be directed, in writing only to the Supply Chain Management Office,

Attention: Supply Chain Management
Email: appeals@umgeni.co.za

Note that appeals not addressed to the abovementioned email will not be considered.

*Umgeni Water’s standard conditions of tender are available on Umgeni Water’s website [www.umgeni.co.za/sustainable_development/sud.asp](http://www.umgeni.co.za/sustainable_development/sud.asp)*

*For any other tender adverts, please visit this website.*

*Umgeni Water Reserves the Right to Award the Contract In Whole or In Part*