

Tender Number: 2020/066

Tender Title: Supply and Delivery of Pre-printed Stationery for Umgeni Water Stores for a Period of Five Years

T1.1 TENDER NOTICE AND INVITATION TO TENDER

Umgeni Water is a state owned business enterprise and it operates within the South African legislative parameters of the Water Services Act 108 of 1997, Public Finance Management Act 1 of 1999 and Public Audit Act 25 of 2004.

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

[Supply and Delivery of Pre-printed Stationery for Umgeni Water Stores for a Period of Five Years]

In addition to the Eligibility Criteria specified in Clause F2.1 of the tender document, tenderers are required to fulfil the following:

Association affiliation of (Specify)

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 20 July 2020 to 24 July 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
ACCOUNT NAME: UMGENI WATER
ACCOUNT NUMBER: 1196366594
REFERENCE: TENDER NO. 2020/066 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.

Due to the national lockdown restrictions, there will be no compulsory clarification meeting for the tender. Prospective tenderers will be issued with a detailed PowerPoint presentation with an overview regarding the tendering procedures, scope of work and the details of the site.

The closing time submission of tenders is for **12h00** on **13 August 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

https://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf

For any other tender adverts, please visit this website.

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