

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: CORPORATE AND DIGITAL SERVICES
NOTICE NO: 5/2024

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A SECURE OFF-SITE STORAGE FACILITY
AND TO RENDER DOCUMENT MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS**

Suitably Qualified and Capable Service Providers are hereby invited to submit tenders for the provision of a secure off-site storage facility and to render document management services for a period of 36 months.

Tenders

An electronic copy of the tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from Friday, 19 January 2024. After downloading the tender document from the website each prospective bidder **MUST** ensure that a complete tender document has been printed.

A compulsory virtual clarification session will be arranged for Tuesday, 30 January 2024 @ 10:00am. Prospective bidders can use the very same link below which is direct from this advert, it will link them directly to the meeting.

The link will also be available on the municipal website.

Join Zoom Meeting

<https://kouga-gov-za.zoom.us/j/99827196161?pwd=ZGxmVDZMWFlwVCt3WlVlYmxRR2haUT09>

Meeting ID: 998 2719 6161

Passcode: 577867

Please note:

- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- This contract will be evaluated on the 80 (price)
- The specific goals would be for a maximum point of 20 points. To claim for specific goals prospective bidders **MUST** submit proof/required documents.
- **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.**
- A Tax compliance Status pin to be submitted.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 90 days from the closing date.
- Tenders that are deposited in the incorrect box or delivered to any other venue will not be considered.

Any inquiries relating to this tender must be submitted in writing via e-mail to tenders@kouga.gov.za and copied to gbooyesen@kouga.gov.za.

Completed documents in a sealed envelope endorsed "**NOTICE NO: 5/2024: "APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A SECURE OFF-SITE STORAGE FACILITY AND TO RENDER DOCUMENT MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS"**", must be placed in the Tender Box 21 St Croix Street (back entrance) or 16 Woltemade Street (front entrance), Jeffrey's Bay, Room 122 on or before **MONDAY, 19 FEBRUARY 2024 at 12:00.**

C. DU PLESSIS

MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For Placement:

Municipal Website/ Municipal Notice Boards in all offices/areas – 19 January 2024