

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: CORPORATE SERVICES
NOTICE 205/2018
DOCUMENT IMAGING AND OFF-SITE STORAGE

Prospective Service providers are hereby invited to submit tenders for **Document Imaging and Off-Site Storage** to Kouga Municipality.

Tenders

An electronic copy of tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za. Printed copies of the Tender Document will be available at a non- refundable fee of R300 per document as from Monday, 19 November 2018 from the Registry Section, 33 Da Gama Road, Jeffreys Bay, 6330 Tel No: 042 2002200.

Please note:

- Interested Bidders are to take note of the closing dates as indicated in the above-mentioned table.
- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- This contract will be evaluated on the 80/20 point scoring system
- The Guidelines for locally produced goods or locally manufactured goods with a stipulated minimum threshold where applicable will be applied.
- A valid SARS Tax Clearance Certificate and the Tax compliance Status pin must 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.
- In order to claim Preference points a valid original or certified B-BBEE Status level Verification certificate from SANAS Accredited Agency or a Sworn Affidavit completed in the DTI format must be submitted to validate the claim.
- 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 120 days from the closing date.
- **It is the Service Provider's responsibility to ensure that their bid is deposited in the correct tender box. No bid document delivered at any other venue or tender box than the mentioned one will be considered.**

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

Completed documents in a sealed envelope endorsed "**NOTICE 205/2018: DOCUMENT IMAGING AND OFF-SITE STORAGE**", must be placed in the Tender Box **in the foyer of the Municipal Offices** at 33 Da Gama Road, Jeffreys Bay on or before **MONDAY 17 DECEMBER 2018 at 12:00.**

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For Placement: Herald – 16 November 2018

Municipal Website/ Municipal Notice Boards in all offices/areas – 16 November 2018