

## **BID NOTICE** **RFP 7 OF 2021**

Suitably qualified and experienced service providers are invited to submit eproposals for Panel of Service Providers to Render Stakeholder and Events Management Services to the BCMDA for a Period of 3 Years.

Detailed tender documents are available from, Friday, 14 January 2021 as follows:

1. In the case of BCMDA printed documents: upon payment of a non-refundable document fee of **R300.00**. Payments must be made by direct deposit into the Agency's bank account. Banking details will be provided on request.
2. Documents can also be downloaded, free of charge, from the BCMDA website: [www.bcmda.org.za](http://www.bcmda.org.za).

Bid documents are to be submitted in a sealed envelope, stipulating the **RFP NUMBER, NAME OF THE PROJECT**. Documents must be deposited in the Tender Box AT BCMDA 12 ESPLANADE ROAD QUIGNEY EAST LONDON **NOT LATER THAN FRIDAY, 18 FEBRUARY 2022 at 12h00 NOON**. BIDS WILL BE OPENED AND READ IN PUBLIC.

All queries and clarifications are to be addressed to Mr A. Manciya at email: [aviwe@bcmda.org.za](mailto:aviwe@bcmda.org.za). The cut-off dates for such queries and clarifications will be Monday, 14 February 2022

### **EVALUATION CRITERIA**

1. Compliance evaluation
2. Bids will be evaluated on the functionality criteria and bids that score less than 70 points out of 100 points will not be eligible for appointment. Evaluation Criteria and Weight is detailed in the bid document.
3. The bids will be evaluated on the basis on the Preferential Procurement Policy Framework Act (ActNo.5, 2000), and the regulations pertaining thereto (2017), as well as the Buffalo City Metropolitan Development Agency's Supply Chain Management Policy, 80/20 preference point system will be used.

### **TENDERERS SHALL TAKE NOTE OF THE FOLLOWING CONDITIONS:**

- A. Service providers must be registered on **National Treasury's Central Supplier Database** and submit a summary report as proof of registration or alternatively reflect the CSD supplier number on their proposal;
- B. All prices must be inclusive of VAT, where applicable;
- C. **Use of Tippex and erasable ink will render the bid non- responsive**
- D. Bidders are required to submit a valid B-BBEE Status Level Verification Certificates together with their bids, to substantiate their B-BBEE rating claims, failing which will result in a status level score of zero be assigned to the tenderer; a joint venture, trust or consortium; must submit a consolidated B-BBEE status level verification certificate.
- E. Bidders must submit confirmation that **the bidder's** municipal accounts are not in arrears for a period exceeding 3 months. **Such confirmation must be for the company must be as follows:**

- a. statements of municipal accounts showing the age of the municipal debt; OR
  - b. a tenderers debt clearance certificate from their respective municipality that is stamped and signed by that municipality; OR
  - c. lease agreements (signed by both lessor and lessee) must be submitted and must be supported by:
    - i. a written confirmation from the lessor stating that the bidder is not in arrears with regards to their payment obligations in terms of the lease agreement.
- F. IN ADDITION TO E ABOVE : Bidders must submit confirmation that **its directors'** municipal accounts are not in arrears for a period exceeding 3 months. **Such confirmation must be for the directors and must be as follows:****
- a. statements of municipal accounts showing the age of the municipal debt; OR
  - b. a tenderers debt clearance certificate from their respective municipality that is stamped and signed by that municipality; OR
  - c. lease agreements (signed by both lessor and lessee) must be submitted and must be supported by:
    - i. a written confirmation from the lessor stating that the bidder is not in arrears with regards to their payment obligations in terms of the lease agreement.
- G. BCMDA reserves the right to request further written information or clarification on any aspect pertaining to this tender;
- H. Bids received after the specified closing time and date will not be considered;
- I. The BCMDA does not bind itself to accept the lowest priced tender or any tender and reserves the right to accept the whole or part of the tender.
- J. All bids are valid for 90 days after the bid closing date;
- K. Bids must be sealed and completed in full. Unsigned or bids submitted by facsimile, will not be accepted;
- L. BCMDA will not take responsibility for incorrectly delivered bids sent by courier. It is the bidder's responsibility to make sure that their bid is correctly delivered in the tender box on or before the closing date of this bid;
- M. BCMDA bid documentation completed in ink and in full. Bidder must ensure that the bid documents by BCMDA are returned in-tact, in original page number sequence and no attachments may disturb this sequence;
- N. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003: MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS.**

**Failure to meet the above stated minimum requirements will result in a tender being considered non-responsive and therefore not considered for the award of the contract.**