BUFFALO CITY METROPOLITAN MUNICIPALITY

TENDER

CONTRACT NO. & DESCRIPTION OF CONTRACT	COMPULSORY BRIEFING SESSION VENUE
CE:671 BULK PRINTING, PROCESSING AND MULTI CHANNEL DISTRIBUTION OF MONTHLY MUNICIPAL RATES AND SERVICES ACCOUNTS, NOTICES AND LETTERS FOR A PERIOD OF THREE (3) YEARS	**Tuesday, 10 November 2026 @ 10 AM** BCMM Revenue Management Building 1st floor Boardroom 45 Commercial Road Arcadia
CIDB GRADING	**N/A**
Evaluation Criteria: **80/20** Price = 80 BBBEE Points = 10 Specific Goals = 10 Submit a B-BBEE Certificate (to claim preferential points)	
All Technical Enquiries: Mr M. Cilliers Email: MichaelC@buffalocity.gov.za, MR L van Wyk leonv@buffalocity.gov.za **All Procedural Enquiries:** AviweM@buffalocity.gov.za	
Additional objective criteria as per section 2(1)(f) of the PPPFA, will apply, as indicated in the tender document and which may include, but is not limited to: • Poor Track Record of the preferred bidder • Unrealistic Price offering which is not market related • Unrealistic own conditions set by the bidder	

REQUIRED DOCUMENTS

Additional objective criteria as per section 2(1) (f) of the PPPFA, will apply, as indicated in the tender document and which may include, but is not limited to:

- Poor Track Record of the preferred bidder
- Unrealistic Price offering which is nit market related
- Unrealistic own conditions set by the bidder

POTENTIAL BIDDERS ARE URGED TO SUBMIT THE FOLLOWING ATTACHMENT WHEN SUBMITTING BID DOCUMENTS, FAILURE TO DO SO WILL LEAD TO DISQUALIFICATION

- Current tax clearance certificate (original) or the sars pin code must be supplied with the tender
- Certified municipal debt clearance certificate/business premises lease agreement
- **Proof of CIDB registration where applicable**
- Certified joint venture agreement where applicable
- Prescribed MBD'S and compulsory documents and must be completed and signed
- CSD registration supplier number Prices must be inclusive of VAT (VAT vendors)

N.B. AS PER THE NATIONAL TREASURY REGULATIONS, PROSPECTIVE BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE PRIOR SUBMITTING THEIR BID PROPOSAL.

Bid documents, even if couriered, that arrive late, are incomplete, or unsigned will not be accepted.

OBTAINING OF TENDER DOCUMENTS:

Tender documents for each tender may be obtained from the Reception, Supply Chain Management Unit, 80 Phillip Frame Road, Chiselhurst East London at a non-refundable price of **R500.00**

SUBMISSION OF TENDERS:

Tenders must be submitted before **11:00, 01 December 2026**

Tenders may be submitted by hand.

Faxed,e-mailed, unsigned or incomplete tenders will not be accepted.

By hand : One original tender document and all supporting documentation bound together with a USB Flash Drive sealed tenders endorsed in the envelope and an electronic copy saved in a USB with the Bidder's name and address and the contract number must be deposited in the Formal Tender Box, Supply Chain Management Unit, 80 Phillip Frame Road, Chiselhurst, East London.

Payments must be made by cash or bank deposit payable to the Buffalo City, Bank **BCMM Account details (EFT)**

Account Holder: Buffalo City Metropolitan Municipality, Bank: Standard Bank Account Number:081166702, Branch: East London 050021/ 051001

Alternatively

Bidders can make payments for tenders at respective BCMM Paypoints before collection of documents at SCM, Prior payments bidders are to collect tender stubby at SCM for payment purposes

OPENING OF TENDERS

Tenders will be opened in public at **11:00**; on the 01 December 2026, at Supply Chain Management Unit, no. 80 Phillip Frame Road, Chiselhurst.- **Tender Boardroom, Ground Floor**

Standard tender conditions will apply. Council reserves the right not to accept the only or lowest or any tender at all, or to accept the whole or part of any tender. The invitation and award of bidders is subject to the Council's Procurement Policy on tenders. The Council gives preference to previously disadvantaged contractors as set out in the procurement formula in the tender documents. Suppliers can only claim preferential points against a recognised B-BBEE status level of contribution and Specific Goals. Canvassing of councillors or municipal officials shall disqualify a tender.

The Council reserves the right to extend the tender period by a notice in the press.

All contracts will be subjected to risk assessment, including presentation or interviews with service providers. Council also reserves the right to consider the electronic copy of the tender document (USB) submitted by suppliers should any discrepancy arise during the evaluation process.

(6155)

M. Yawa City Manager

DD 27/10/26