MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12h00 **CLOSING DATE: 15 JANUARY 2027**

TDR55/2026/2027: SUPPLY AND DELIVERY OF PRINTER RIBBONS & CARTRIDGES AND THE RENDERING OF PRINTER MAINTENANCE SERVICES

Tenders are hereby invited from suppliers /service providers for the supply and delivery of printer ribbons & cartridges and the rendering of printer maintenance services to the Mossel Bay Municipality for the period of three (3) years from 1 July 2027 to 30 June 2030.

Tenders must be submitted on the original documents and remain valid for one hundred and twenty (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr. Sibusiso Nondoda at telephone (044) 606-5000 (Ext. 6903) or e-mail at snondoda@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Ms Nicole Saunders at telephone (044) 606-5194 or e-mail to nsaunders@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R280.00 per set from Ms. Nicole Saunders who may be contacted at telephone (044) 606-5194 or e-mail at nsaunders@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za), prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 15 January 2027** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Bids will be pre-evaluated on the following functionality criteria and bids that score less than **35 out of 50 points** will be considered as non-responsive:

Functionality criteria and weight are as follows:

1. Relevant experience of the bidder in the field within the speciality area carrying a weight of **30 points**.
2. Personnel accountable for dealing with the Municipality per speciality area carrying a weight of maximum **20 points.**

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on this Database.

MR C PUREN
MUNICIPAL MANAGER