YOU ARE HEREBY INVITED TO BID FOR THE PRINTING, INSERTING AND MAILING OF CONSUMER ACCOUNTS SERVICES FOR A PERIOD UP TO 30 JUNE 2030

TENDER NUMBER:		INC 3/2026
DESCRIPTION	:	Printing, Inserting and mailing of Consumer Accounts Services for a period up to 30 June 2030
CLOSING DATE	:	28 January 2027
CLOSING TIME	:	10:00 Bids will be opened in the Civic Centre, Berg River Boulevard, Paarl in public at 10h15.
INFORMATION	:	**Obtain documentation:** Ms Samantha Jones in the Civic Centre, 1st Floor, Berg River Boulevard, Paarl. Email: Samantha.Jones@drakenstein.gov.za **Enquiries regarding tender documentation:** Mr H Smith Tel: 021 807 6344 E-mail: Hilton.Smith@drakenstein.gov.za **Office hours for collection:** 08:30 – 15:00 as from 26 November 2026**.** A non-refundable fee of R450.00 is payable to Drakenstein Municipality for collection of documents. **No fee will be charged when the tender documents is requested electronically.**

A compulsory clarification meeting will be held on **8 December 2026** at 14h00 at Small Drakenstein Room, Civic Centre, Berg River Boulevard, Paarl. Bidders that fail to attend the compulsory clarification meeting will be disqualified. A representative may only represent one tenderer at this meeting. Bidders that arrive after the starting time of the compulsory clarification meeting as indicated, will be disqualified.

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for a minimum of 120 days after bid closing.

Telegraphic, telephonic, telex, facsimile, e-mailed or late tenders will not be accepted. The lowest, only or any bid shall not necessarily be accepted and the Council reserves the right to accept any part of the bid.

TENDERS TO BE DEPOSITED IN: The tender box 1 in the foyer of the Civic Centre, Drakenstein Municipality, Berg River Boulevard, PAARL, 7620. The tender box 1 is open from Mondays until Thursdays from 08:00 until 16:45 and on Fridays from 08:00 until 15:30. This excludes weekends and public holidays.

NOTE: This tender will be evaluated in terms of the Preferential Procurement Regulations, 2022 (Government Gazette No. 47452) and Drakenstein Municipality's Supply Chain Management Policy and its Preferential Procurement Policy. Please take note of the responsiveness criteria as stipulated in the tender document.

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PROCUREMENT PREFERENCE POINT SYSTEM: 80/20

The successful bidder will be required to fill in and sign a written contract form.

The following conditions to bid exist (failure to comply may result in your bid being disqualified):

1. This bid is subject to the general conditions of contract (GCC) and special conditions for bidding.
2. Relevant specifications.
3. Bidders must be registered on Drakenstein Municipality's supplier database if they wish to conduct business with the municipality.
4. The tax status requirements as per MBD 1 (Part B) must be complied with. No contract will be awarded to any bidder that is not deemed tax compliant at the date of award.
5. Bids submitted must be in a sealed envelope clearly marked with the bid number, placed in the tender box 1 before closing time. Failure will result in the bid being invalid.

Paarl Post; Cape Times

SERAJ JOHAAR
ACTING CITY MANAGER

U WORD HIERMEE UITGENOOI OM TE TENDER VIR DIE DIE DRUK, INVOEGING EN VERSENDING VAN VERBRUIKERSDIENSTE REKENINGE VIR 'N TYDPERK TOT EN MET 30 JUNIE 2030

TENDER NOMMER	:	INC 3/2026
BESKRYWING	:	DRUK, INVOEGING EN VERSENDING VAN VERBRUIKERSDIENSTE REKENINGE VIR 'N TYDPERK TOT EN MET 30 JUNIE 2030
SLUITINGSDATUM	:	28 JANUARIE 2027
SLUITINGSTYD	:	10:00 Tenders sal in die openbaar geopen word in die Burgersentrum, Bergrivier Boulevard, Paarl om 10:15.
INLIGTING	:	**Dokumentasie verkrygbaar:** Mej Samantha Jones in die Burgersentrum, 1ste Vloer, Bergrivier Boulevard, Paarl. E-pos adres: Samantha.Jones@drakenstein.gov.za **Navrae in verband met die tender:** Mr H Smith Tel: 021 807 6344 E-mail: Hilton.Smith@drakenstein.gov.za **Kantoorure vir afhaal van tenderdokumente** 08:30 – 15:00 vanaf 26 November 2026 teen 'n nie- terugbetaalbare fooi van R450.00 betaalbaar aan Drakenstein Munisipaliteit. **Geen fooi is van toepassing indien tender dokumente elektronies versoek word nie.**

'n Verpligte terreinvergadering sal plaasvind op **08 Desember 2026** om 14h00 by Klein Drakenstein in die Burgersentrum, 1ste Vloer, Bergrivier Boulevard, Paarl. Tenderaars wat nie die verpligte terreinvergadering bywoon nie, sal gediskwalifiseer word. 'n Verteenwoordiger mag slegs een tenderaar by hierdie vergadering verteenwoordig. Tenderaars wat laat opdaag vir die verpligte terreinvergdaering, sal onmiddelik gediskwalifiseer word. [verwyder hierdie paragraaf indien terreinvergaderings nie van toepassing is op die tender nie

Tenders mag slegs ingedien word op die tender dokumentasie soos voorsien word deur die munisipaliteit en moet geldig bly vir 'n minimum periode van 120 dae na tendersluiting.

Telegrafiese, telefoniese, telex, faksimilee, laat tenders of tenders per e-pos sal nie aanvaar word nie. Die Raad behou die reg voor om nie noodwendig die laagste, enigste of enige tender te aanvaar nie asook enige gedeelte van enige tender.

Tenders moet geplaas word in die tenderbus 1 in die voorportaal van die Burgersentrum, Drakenstein Munisipaliteit, Bergrivier Boulevard, PAARL, 7620. Die tenderbus 1 is oop vanaf Maandae tot Donderdae tussen 08:00 en 16:45 en op Vrydae vanaf 08:00 tot 15:30. Naweke en publieke vakansiedae is uitgesluit.

NOTA: Hierdie tender sal ge-evalueer word in terme van die Voorkeur Verkrygingsregulasies van 2022 (Staatskoerant No. 47452) en Drakenstein Munisipaliteit se Voorsieningskanaal Bestuursbeleid en sy Voorkeur Verkrygings Beleid. Neem kennis van die antwoordende kriteria soos vervat in die tender dokument.

VOORKEUR VERKRYGINGS PUNTESTELSEL: 80/20

Daar sal van die suksesvolle tenderaar verwag word om 'n geskrewe kontrakdokument in te vul en te onderteken.

Die volgende tendervoorwaardes geld (nalating om hieraan te voldoen mag lei tot diskwalifikasie van die tender):

1. Die tender is onderhewig aan die Algemene Kontrakvoorwaardes en spesiale voorwaardes.
2. Relevante spesifikasies.
3. Tenderaars moet geregistreer wees op Drakenstein Munisipaliteit se verskaffers databasis indien hulle besigheid wil doen met die munisipaliteit
4. Die belasting status vereistes soos per MBD 1 (Deel B) moet nagekom word. Geen kontrak sal toegeken word aan 'n tenderaar wie nie voldoen aan belasting vereistes op datum van toekenning nie.

5. Die tender moet ingedien word in 'n verseëlde koevert en duidelik gemerk met die tender nommer daarop en geplaas word in die tenderbus 1 voor die sluitingstyd. Indien daar nie aan hierdie vereistes voldoen word nie sal die tender as ongeldig beskou word.

Die Burger

SERAJ JOHAAR
WAARNEMENDE STADSBESTUURDER