

## SWELLENDAM MUNICIPALITY



### TENDER NOTICE

**TENDER NO: SMT17/16/17**

### **PRINTING, SORTING AND MAILING OF MUNICIPAL ACCOUNTS FOR A THREE (3) YEAR PERIOD**

Tenders are hereby invited from experienced service providers to render a service for: Printing, Sorting and Mailing of Municipal Accounts to the Swellendam Municipality for a three (3) year period.

Official bid documents and specifications are obtainable from Mr. P. du Toit and Mr. J. Riddles (Supply Chain Management Unit, 11 Lind Street, Swellendam on tel 028 514 8500 or email [scm@swellenmun.co.za](mailto:scm@swellenmun.co.za), from Friday, 09 September 2016 and bids must be duly completed and supported by proof of knowledge and previous experience in this field. One complete set of bid documents will be supplied on receipt of a non-refundable deposit of **R364.80** (Vat Incl.) Cheques must be made out to the Swellendam Municipality.

Any enquiries can be made to Mrs. R. Campher at tel. no.028-5148508, e-mail: [rolien@swellenmun.co.za](mailto:rolien@swellenmun.co.za).

Bids must be submitted in a sealed envelope and must be clearly marked with the respective bid number and description. Bids must be placed in the Municipal Tender Box before 12h00 on Friday, 30 September 2016 situated at the Municipal Offices, 49 Voortrek Street, Swellendam after which Bids will be opened in public. Bids may only be submitted on the prescribed tender documents and must include a valid and original Tax Clearance certificate as issued by **SARS**.

Late bids and bids received by E-Mail or Facsimile will not be considered. Bids will be evaluated and adjudicated in accordance with the Swellendam Municipality's preferential procurement point system and it's Supply Chain Management Policy. The **90/10** point system will be applicable.

All Bidders must be registered on the Swellendam Municipal supplier database (in accordance with the Supply Chain Management Policy). The Council does not bind itself to accept the lowest or any tender and reserves the right to accept a tender in full or a part thereof.

Bids shall remain valid for a ninety (90) day period calculated from the bid closing date.

**CM AFRICA  
MUNICIPAL MANAGER  
P.O. BOX 20  
SWELLENDAM, 6740**

**Notice No. T42/2016**