



## KWAZULU-NATAL PROVINCE

PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

BID NO	: ZNQP: 02/07/2024
Description	: Appointment of a service provider for the procurement of photocopy paper for eThekweni Region
Advert date	: 01 August 2024
Closing Date	: 07 August 2024
Time	: 11h00
Documents available for collection from	: Department of Public Works: eThekweni Regional Office: 455A King Cetshwayo Highway, Mayville– Basement Tender Office (helpdesk), <b>during working hours (08h00 to 15h45)</b>
At no Cost documents to the	: The complete bid document can be downloaded from The e-Tender Portal and the Departmental website at no cost.
Cost of tender document	: N/A

**Compulsory Pre-Tender Briefing Meeting/ Bid Clarification Meeting: N/A**

**Closing Date and Time: 07 August at 11h00 am.**

**NB. Completed bid documents are only to be deposited in the Tender box no.8 at 455A King Cetshwayo Highway, Mayville 4091**

**Tender Validity: 120 days**

**Contract Period: N/A**

**Enquiries relating to the bid document may be directed to**

**Tel: 066 535 7932 email: [khosi.ngcobo@kznworks.gov.za](mailto:khosi.ngcobo@kznworks.gov.za)**

**All technical enquiries may be directed to**

**Tel: 066 535 7932 email: [thobeka.mcanyana@kznworks.gov.za](mailto:thobeka.mcanyana@kznworks.gov.za)**

**Conditions of Tender:**

### **EVALUATION CRITERIA**

- Administrative compliance, special conditions, financial and preference offer.

**Phase 1:****Administrative Compliance**

- Correctness of bid documents.
- Compliance with bid regulations (registration with CSD)

**Phase 2:**

- The 80/20 point system is applicable for this bid with the following Specific Goal Requirements and documentary proof as per the bid document must be provided for claiming of points for specific goals :

**BIDDERS TO NOTE**

1. Requirement of sealing, addressing, delivering and assessment of the tender are contained in the tender document.
2. The department reserves a right not to award the lowest bidder
3. In addition, the department will conduct a detailed risk assessment prior to the award of the quotation.
4. Submission of a PDF copy of the completed quotation document together with all the supporting tender documents must be submitted on the close of tender.
5. Late submissions will not be accepted.
6. Faxed or emailed bids are not accepted.
7. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.
8. Closing Date : **07 August 2024 at 11:00 am**
9. Technical enquiries may be directed to: Mrs. L. Mchunu, : Tel: 066 535 7932 email: [thobeka.mcanyana@kznworks.gov.za](mailto:thobeka.mcanyana@kznworks.gov.za)
10. Administrative enquiries relating to the quotation document may be directed to: Khosi Ngcobo. Tell: 066 535 7932: email: [khosi.ngcobo@kznworks.gov.za](mailto:khosi.ngcobo@kznworks.gov.za)
11. Closing Venue: Box 08, eThekweni Regional Office ,455A King Cetshwayo Highway ,Mayville 4091(Basement)
12. Documents are available from KZN Department of Public Works: eThekweni Regional Office: Basement Tender Office) 455A King Cetshwayo Highway from Monday to Friday during working hours 08h00 to 15h45 or via Departmental website: [www.kznworks.gov.za](http://www.kznworks.gov.za) under the section: Tender Bids and Quotations.
13. The 80/20 point system is applicable for this bid with the following Specific Goal Requirements and documentary proof as per the bid document must be provided for claiming of points for specific goals :

<b>Price</b>		<b>80 Points</b>
<b>Specific goals : Total Points</b>	<b>Documents Required</b>	<b>20 Points</b>
Ownership by people who are youth.	1) Sworn Affidavit; signed and dated by Commissioner of Oaths" 2) Certified copy of Identity Document	20 Points