

	BITOU MUNICIPALITY			
	TENDER NOTICE AND INVITATION TO TENDER			
	ADVERTISED ON:	MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE; NATIONAL TREASURY e-TENDER;		
	NOTICE NO:	276/2023	TENDER NO:	SCM/2023/117/CORP:
Tenders are hereby invited for:	PROVISION OF LICENSING, MAINTENANCE AND SUPPORT SERVICES FOR OUR ADOBE ACROBAT PRO FOR TEAMS SOFTWARE ENDING 30 JUNE 2026			
PUBLISHED DATE:	11 August 2023	CLOSING DATE:	11 September 2023	
CLOSING TIME	No later than 12H00PM . Tenders will be opened immediately thereafter, in public at the Bitou Municipality, Supply Chain Management Unit, Shop 59, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay			
AVAILABILITY OF TENDER DOCUMENTS:				
Tender Documents will be available electronically at no charge from the following email address: scmtenders@plett.gov.za				
Printed copies of the Tender Documents will be available as from 09h00 and thereafter, on weekdays from 07h30AM until 16h30PM, at Bitou Municipality: Supply Chain Management Unit, Shop 59, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay, at a non-refundable fee, payable to a cashier at Bitou Municipality, Shop 54, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay.		The fee may also be transferred via EFT (Bitou Municipality, Current Account – 372884709, Standard Bank, Plettenberg Bay, Branch Code - 050714). Proof of payment will be required upon collection of Tender documents. Tender Number to be used as payment reference with name of payee.		
Date Available:	11 August 2023	Non-refundable Fee:	R100.00	
TENDER SUBMISSION RULES:				
<ol style="list-style-type: none"> Tenders are to be completed in accordance with the conditions and Tender rules contained in the Tender document. The Tender Document & supporting documents must be placed in a sealed envelope and externally endorsed WITH: THE TENDER NUMBER; DESCRIPTION & CLOSING DATE OF THE TENDER. Tender Documents must be deposited in the Tender Box, at the Supply Chain Management Unit, Bitou Municipality, Shop 59, 2nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay. Tenders may only be submitted on the Tender documentation issued by the Municipality. The Bitou Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Application forms are obtainable from the website https://secure.csd.gov.za. 				
Tender shall be evaluated in terms of the Bitou Municipality Preferential Procurement Policy 2022		Suppliers may claim preference points in terms of the 80/20 .		
		Price	:80	
		Specific Goals: (20)		
		a) B-BBEE Status Level contributor	:10	
		b) Promotion of Local Area Enterprises	:10	
		Total Points	:100	
Preferential Procurement Policy – Local Procurement		None		
Preferential Procurement Regulations, 2022 – Local Content Requirement		None		
Site Meeting/ Information session	N/A	Validity Period	90 days	
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE TENDERING PROCEDURE MAY BE DIRECTED TO:		
Section:	Corporate Services: Information & Communications Technology	Section:	Supply Chain Management	
Contact Person:	Mr. Gavin Gresse	Contact Person:	Mr. Zalisile H Kitsi	
Tel:	044 501 3131	Tel:	e-mail Enquiries Only	
E-mail:	ggresse@plett.gov.za	E-mail:	scmtenders@plett.gov.za	