



## **BID PROPOSAL FOR THE SUPPLY AND DELIVERY OF LIBRARY MATERIALS: BID NUMBER: DSAC-08/2808/150B**

The Limpopo Department of Sport, Arts and Culture invites potential booksellers, suppliers, publishers, vendors and distributors to submit bid proposals for the supply and delivery of library materials (e.g. Books, Video, DVDs and compact Discs, etc.) to the six (6) Departmental District Libraries for the period of thirty-six (36) months.

### **1. DOCUMENTS AND INFORMATION REQUIRED:**

1.1. In compliance to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and Regulation of 2011, the following documents must be attached:

- a) Valid Original Tax Clearance Certificate.
- b) Business profile
- c) Certified copy of company registration certificate [CK], and B-BBEE certificate.
- d) Valid documentation/surety letter indicating that your business has been authorized for the Supply and delivery of Library materials

### **2. BID PROPOSAL EVALUATION CRITERIA:**

- The bid proposal will be evaluated on functionality:

<b>ITEM</b>	<b>FUNCTIONALITY SCORE SHEET</b>	<b>WEIGHT</b>
01	Understanding of the Terms of Reference	20
02	Supply and Delivery methodology to be used (mode of transport)	25
03	Delivery time of library materials on receipt of official order	25
04	Experience and capacity (profile and 3 contactable references)	30
<b>TOTAL</b>		<b>100</b>

- Bidders that score less than 70 points out of 100 in respect of functionality will be regarded as non-responsive and will not be considered for further evaluation.

### **3. COMPULSORY BRIEFING SESSION:**

- a) Compulsory briefing session will be held at the Department of Sport, Arts and Culture, No. 21 Biccard Street, Olympic Towers Building (Atrium), Polokwane on the 09 September 2015 @10: 00, failure to attend the briefing session will result in the bid being disqualified during bid proposal evaluation.
- b) Closing date for submission of bid proposals is the 29<sup>th</sup> September 2015 at 11:00, No fax, e-mail or late bid proposal shall be considered.

**4. CONTACT PERSONS:**

- 5.1. Bid document: Modiba Victoria @ (015) 284 4108, Molepo Mokgadi @ (015) 284 4095, and or Shilowa Sikheto @ (015) 284 4000
- 5.2. Technical specification: Mayevu Mihloti, Maake Morongwa & Sadiki Khathu @ (015) 284 4035/4036/4046