



Open: 30th October 2012

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

REQUEST FOR QUOTATIONS

Quotations are hereby invited from Service providers for the Supply and Delivery of Diaries and Calenders for Makhuduthamaga Municipality

Specification for the purchase of Diaries and Calenders

- 20x branded executive diaries with leather covers with
 - ✓ municipal map
 - ✓ municipal logo and motto at the front of the diary
 - ✓ the names of executive and management
 - ✓ First two pages must reflect the municipal map
 - ✓ Faces of the Speaker, Mayor, Chief Whip and executive Committee members must be on the third page
 - ✓ Size - A5 page
 - ✓ Logo and motto must also be on the third page

- 580 (190 A4 and 390 A5) pocket
 - ✓ Front cover must have logo and page cover must have municipal motto
 - ✓ First two pages must have municipal map
 - ✓ Third page must reflect photos of the Speaker, Mayor, Chief Whip and the executive committee members as well as the municipal logo and motto

- Calenders
 - ✓ 200 x year planner desk calendar(Landscape)
 - ✓ It must reflect the municipal logo plus colours and contacts details of the municipality
 - ✓ Logo must be on every page
 - ✓ 7800 A2 branded calenders, must have faces of council, municipal contact details, logo and motto of the municipality

The employer is the Makhuduthamaga Municipality represented by the Municipal Manager.

Completed and signed Quotations must be sealed in an envelope marked "**Supply and Delivery of Diaries and Calenders**". The closing date is **Tuesday the 06th of November 2012 at 12:00** and should be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse.

Preference will be given to those who are registered with the Municipality's database as in terms of Section 13(i) of SCM Policy. The following documents must be submitted with the quotations: A valid tax clearance issued by SARS, Company registration, Company profile (attach appointment letters for the work done), Proof of payment of Municipal services (for both the company and the directors), Joint Venture Agreement (If any), and the certified ID copies of Directors.

Bidders are requested to attach their B-BBEE status level certificate. The certificate must be issued by SANAS accredited agencies or registered auditors approved by the Independent Regulatory Board of Auditors (IRBA). The Municipality has the right to check the validity of the certificate.

Note: All copies must be certified. The certification must not be older than three months of the closing date.

No fax or email will be accepted

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 and the revised Preferential Procurement Regulation as amended June 2011 on 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation.

For enquiries contact: 013 265 8600 or 013 265 1975

Supply Chain Management unit: Mr. M.A Malekana

Mrs. T.M. Mphele


