



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the supply and delivery of calendars, desk calendar and diaries

SPECIFICATION/SCOPE

- **10 000 (ten thousand) x A2 Calendars:** layout and design of calendars
- **120 x desk calendar:** layout and design of desk calendars
- **200 x A4 diaries:** with municipal logo must be printed in gold, picture inserted inside the diary separating 12 months in a year (2025)
- **200 x A4diaries:** with municipal logo must be printed in gold, picture inserted inside the diary separating 12 months in a year (2025)
- **20 x Exco diaries:** with municipal logo must be printed in gold including initials and surname in gold
- Meeting scheduled dates are to be added to the diaries and calendars
- All diaries must have the name Harry Gwala District Municipality, and a logo foiled in gold

NB information like meeting scheduled dates, initial and dates will be given to appointed service provider.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Central Supplier database registration (CSD)
- The following MBD forms must be submitted with all Bids (available on our website and reception). MBD4, MBD6.1, MBD8, MBD9
- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home or rural area.

Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days.

- All quotations submitted must have full name(s) of company, registration number, company letterhead.

The following conditions will apply:

- Valid tax clearance certificate or SARS pin
- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- Your company must be registered on municipal database and central supplier database.
- 80/20 Preference points system will be used to Evaluate

Allocation of specific goals

Specific goals	Number of points 80/20	Verification
RDP		
Enterprise located within Ubuhlebezwe local	20	Municipal utility bill: directors or co. affidavit CSD
Enterprise located within Harry Gwala District	12	Municipal utility bill: directors or co. affidavit CSD
Enterprise located within KZN province	8	Municipal utility bill: directors or co. affidavit CSD

CLOSING DATE

The closing date for the bidders is on ~~24~~ **24. October 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"SUPPLY AND DELIVERY OF CALENDARS AND DIARIES"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Miss Nontu Ngubane and Mr Tenza** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager
