



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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ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby requests quotation from suitably experienced services providers to supply and deliver Calendars and Diaries for 2024

SPECIFICATION/SCOPE

10 000 00 X A2 Calendars: Layout and design of calendars,

150 X Desk Calendars: Layout and design

400 X A4 Diaries with municipal logo, (Layout and Design)

200 X A5 Diaries with municipal logo, (Layout and Design)

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

- Central Supplier database registration
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).
- Utility bill: municipal statement/lease agreement/affidavit confirming non payment of municipal services
- Company registration
- ID Copies of directors

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 in Evaluation.

Allocation of specific goals

Specific goals	Number of points 80/20	Verification
Reconstruction & Development Program goals (RDP)		
Enterprise located within Ubuhlebezwe Local Municipality	20	Utilities bill: directors or Co. CIPC document Existing lease agreement CSD
Enterprise located within the Harry Gwala District Municipality	12	Utilities bill: directors or Co. CIPC document Existing lease agreement CSD
Enterprise Located within Kwazulu Natal Province	8	Utilities bill: directors or Co. CIPC document Existing lease agreement CSD

CLOSING DATE

The closing date for the bidders is on **15th November 2023 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Supply and delivery of Calendars and Diaries for 2024"** 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 **Mr N.S. Tenza** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager