



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

E-mail: kunenes@harrygwalam.gov.za

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby invites reputable suitable qualified and experienced service providers for procurement of translation, printing, enlargement, and lamination of labour relations and labour law posters.

Specification:

- Translate 10 CCMA info sheets from English to isiZulu.
- Translate 10 CCMA info sheets from English to isiXhosa.
- Enlarge 10 English, 10 isiZulu and 10 isiXhosa info sheets from A4 to A1
- Print and laminate 10 sets for each language category

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

- Valid tax clearance certificate or SARS pin
- Central Supplier database registration
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).

The following conditions will apply:

- 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.
- A total of 20 points will be allocated for Specific goals.

Allocation of points for specific goals

Specific goals	Number of points 80/20	Verification
Ownership	10	
Women ownership ≥51%- 100% blacks	10	ID copies: directors co registration CSD
Women ownership > 50%-30% black	6	ID copies: directors co registration CSD
Women ownership < 30% black	3	ID copies: directors co registration CSD
Reconstruction & Development Program goals (RDP)		
Enterprise located within the district	10	Utilities: directors or co. affidavit CSD
Enterprise located within province	6	Utilities: directors or Co. affidavit existing lease agreement CSD
Enterprise located within south Africa	3	Utilities: directors or co. affidavit CSD

CLOSING DATE

The closing date for the bidders is ~~on 12~~ **February 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"LABOUR RELATIONS AND LABOUR LAW POSTERS"** 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. Makhanya** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager