



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 52/19/20

DESIGN, LAYOUT AND PRINT MANDENI MUNICIPALITY IDP DOCUMENT

Quotations are hereby called from suitably qualified and experienced service providers to design, layout and printing (including updating of the content page) of Mandeni Municipality 2020/2021 IDP document within prescribed timeframe being 05th of June 2020 to 26 June 2020. Mandeni Municipality IDP as per the following specification:

1. Scope of work

- Design the 2020/2021 IDP
- Edit and proof read the IDP
- Book bind the IDP
- Produce electronic format of the 2020/2021 IDP
- Submit the required copies of IDP within prescribed timeframe.

2. Specification to design

- Number of pages approximately 370 + cover pages
- Quantity 15 A4 hard copies
- Type of Paper
 - Cover: Hard Gloss: 300gsm Magno Satin
 - inside 128 gsm Magno Satin
- All photographs will be available from the Municipality
- Electronic version 15 CDs (flipbook with branded CD with branded CD pouch)

Quotations will be evaluated and adjudicated according to the following criteria:-

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulations 2017 (B-BBEE Status Level of Contribution – an original or certified copy of the BBBEE certificate or original sworn affidavit is required).
- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntull | Cllr. LR Mdlatshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state

- Council's Supply Chain Management Policy.
- Quotation must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state
- Service providers to complete in fully all relevant MBD's that are available on municipal website.
<https://www.mandeni.gov.za/index.php/documents/procurement/send-15-procurement-898-mbd-s-quotation>.
- Prices quoted must be firm and inclusive of VAT and be valid for the period of 90 days and unit price per item must be stated as well as total amount.
- A certified copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from landlord indicating that the levies are not in arrears or an affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Failure to attach will lead to disqualification.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**DESIGN LAYOUT AND PRINT MANDENI MUNICIPALITY IDP**" Quotation number: **52/19/20** and must be deposited in the Bid Box situated at the Reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Wednesday, the 3rd of June 2020**. Late and verbal quotations will under no circumstances be considered.

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries may be directed to Mr. N Mathonsi and SCM enquiries to Mr. Lungisani Nduli on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 27/05/2020