



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 111/23/24

DESIGN, LAYOUT AND PRINT MANDENI MUNICIPALITY IDP DOCUMENT: 2024/2025

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 2024/2025 IDP document within prescribed timeframe being 27th of May to the 02nd of June 2024, Mandeni Municipality IDP as per the following specification:

1. Scope of work

- Design the 2024/2025 IDP Cover
- Edit and proof read the IDP document
- Book bind the IDP document
- Produce electronic format of the 2024/2025 IDP
- Submit the required copies of IDP within prescribed timeframe.

2. Specification to design

- Number of pages approximately 450 + cover pages
- Quantity 10 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 USB's (using Mandeni Municipality logo)

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

- The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD




Enterprise 100% owned by Women	2	ID Copy of directors and CSD
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- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded 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 must at least 2 (Two) experience in similar projects, appointment letter/purchase order must be attached.
- Service providers to complete in fully all relevant MBD's (1,4,6,1,8,9) that are available on municipal website.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC.
- A 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 full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and 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.
- Non-compliance with the above-mentioned criteria will lead to disqualification.

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: **111/23/24** and must be deposited in the Bid Box situated at the Reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Tuesday, the 21st of May 2024. 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: 14/05/2024