



NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ) FOR: SUPPLY, DELIVERY AND INSTALLATION OF ADVERTISING BOARDS (The boards will be installed in various locations around the CBD concentrating on the main street and both entrance).

The Ntabankulu Local Municipality requests your quotation with regards to the **SUPPLY, DELIVERY AND INSTALLATION OF ADVERTISING BOARDS** (The boards will be installed in various locations around the CBD concentrating on the main street and both entrance).

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	08 FEBRUARY 2019
RFQ NUMBER	NLM/RFQ/SDIAB/2018/2019
DESCRIPTION OF GOODS/SERVICE	SUPPLY, DELIVERY AND INSTALLATION OF ADVERTISING BOARDS (The boards will be installed in various locations around the CBD concentrating on the main street and both entrance)
CLOSING DATE AND TIME:	18 FEBRUARY 2019 AT 12H00
ENQUIRIES	066 470 3965- S. Mtengwane or 071 382 5061- S. Buso

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

Specification details:

Supply and delivery and installation of 5 signboards, 2 street pole banners and 5 A3 sized notice boards:

Please note the following specification:

- 5 x 590mm breadth and 800mm height, laminated plastic colour writing, with plastic hangers for pole hanging
- 5 x 3000 x 1225 mm x 0.6 mm Chromadek laminated aluminium board mounted on a 25mm square tubing frame rounded on a 3 metre galvanized (steel) pole. The board should be able to accommodate 3 different signs that are removable
- 3 x 1800mm x 750 mm with brackets fully installed street pole banners

The boards will be installed in various locations around the CBD concentrating on the main street and both entrance

CHECKLIST

RFQ NO. __ NLM/RFQ/SDIAB/2018/2019

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

1.	Original Tax Clearance Certificate/ SARS Pin number certificate	
2.	MBD 4: Declaration of Interest	
3.	MBD 9: Certificate of Independent Bid Determination	
4.	MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
5.	Certified Copy of BBBEE certificate	
6.	Certified Copy of Company Registration Document	
7.	Certified ID Copy/s of company directors	
8.	Quotation is signed and All alterations have been signed	
9.	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / letter signed stating that company does not own ty within urban area area.	
10.	All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Non registration will be regarded as non-responsive and be	

disqualified from bid.	
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NB: No quotations will be considered from persons in the service of the state

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office or municipal website.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database and Central Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy. Submission of a Quotation can be dropped in a box clearly marked **"SUPPLY, DELIVERY AND INSTALLATION OF ADVERTISING BOARDS"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
7. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Issued by: L.Nonyongo-Municipal Manager

NTABANKULU
LOCAL MUNICIPALITY