

## NTABANKULU LOCAL MUNICIPALITY

Tel: (039) 258 0056  
Fax: (039) 258 0173  
Email: [info@ntankulu.gov.za](mailto:info@ntankulu.gov.za)  
Web: [www.ntabankulu.gov.za](http://www.ntabankulu.gov.za)  
ERF 85, Main Street, Ntabankulu, 5130  
P.O. Box 234, Ntabankulu, 5130



### REQUEST FOR QUOTATION (RFQ): SUPPLY AND DELIVERY OF DIARIES AND CALENDARS

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

#### SUPPLY AND DELIVERY OF DIARIES AND CALENDARS

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	28 September 2020
RFQ NUMBER	NLM/DP/SDDC/2020/2021
DESCRIPTION OF GOODS/SERVICE	<b>SUPPLY AND DELIVERY OF DIARIES AND CALENDARS</b>
CLOSING DATE AND TIME:	06 October 2020 AT 12H00
ENQUIRIES	071 613 8996 – Mrs N Ndleku Technical Enquiries or 082 786 0772 - O. Mdudi-SCM Related

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

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.
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. 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

**CONDITIONS**

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

**NB: No quotations will be considered from persons in the service of the state**


	Original Tax Clearance Certificate and SARS pin number certificate	
	MBD 4: Declaration of Interest	
	MBD 9: Certificate of Independent Bid Determination	
	MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
	Certified Copy of BBEE certificate	
	Certified ID Copy/s of company directors	
	A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
	Quotation is signed	
	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.	
	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 <a href="https://secured.csd.gov.za">https://secured.csd.gov.za</a> . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	

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

6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality.
8. 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.
9. Submission of a Quotation can be dropped in a box clearly marked "Supply and Delivery of Diaries and Calendars" at the reception at Ntabankulu Local Municipality, in Ntabankulu. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

SCM Manager

O. Mdudi

Requested by 

CFO

X.N.Venn

Recommended by 

Municipal Manager

L Nonyongo

Approved by 



## Specification

### Diary

1. 50 A4 personalized diaries which should contain the following:
  - 100 A4 personalized diaries plus standard information on diaries
  - Full diaries content including calendar per page and space for notes
  - First page Troika-contact, Names and pictures
  - Second page must have members of Exco and mayor names and pictures
  - Third page all faces of ward councilors and PR councillor and traditional leaders with their names, contact number and wards.
  - Municipal emblem in the cover of the diary in full printing clear color.
  - 100X44 diaries non-personalized with the same information above.
  - 50X45 Non personalized A3 diaries

### Calendar

- 200XA1 wall calendar to be printed on high quality glossy paper in full color
- Calendar to include public holiday, and list of school terms
- Calendar to include municipal emblem and contact details.
- Insert service delivery pictures
- 80XA2 desk calendar to include similar content as above.

Joop