



# EPHRAIM MOGALE LOCAL MUNICIPALITY

QUOTATION NO: 8/3/171

## INVITATION TO PROVIDE QUOTATIONS FOR THE DESIGN, PRINTING, SUPPLY AND DELIVERY OF DIARIES AND CALENDARS FOR 2016

Ephraim Mogale Local Municipality hereby invites quotations from interested parties for **Design, Printing, Supply and Delivery of Diaries and Calendars for 2016** according to the specification listed below;

**Quotations must be submitted in a sealed envelope and reach the Municipality on or before 12:00 pm on 09 NOVEMBER 2015 at: Municipal Offices, 2 Ficus Street, Marble Hall, TENDER BOX.**

### **NB: MUNICIPAL BID DOCUMENTS ARE OBTAINABLE FROM SUPPLY CHAIN OFFICES**

Quotations must be in writing and must clearly indicate the relevant supply or service for which is being quoted. **Bids transmitted by fax or e-mail will not be accepted**, although Ephraim Mogale Local Municipality accepts no responsibility for ensuring that quotations are timeously received by Ephraim Mogale Local Municipality.

Quotations will not be considered unless the following information has been furnished:

- i. Full name;
- ii. Company Registration Document;
- iii. Certified copies of identification document of company directors;
- iv. Valid Tax Clearance Certificate issued by SARS;
- v. VAT registration number, if any;
- vi. Proof of Municipal Rates & Taxes for the bidder not in arrears and not older than 3 (three) months. A valid lease agreement in case of company renting along with service account billed in the name of the bidder if the bidder is responsible for services or letter from tribal authority accompanied by confirmation from municipality that services are not levied/charged.
- vii. If a natural person, whether he or she is or not in the service of the state, or has been in the service of the state in the previous twelve months; or
- viii. if not a natural person, whether any of its directors, managers, principal shareholders or stakeholders is in the service of the state, or has been in the service of the state in the previous twelve months; or
- ix. Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in (vi) is in the service of the state, or has been in the service of the state in the previous twelve months.

("In the service of the state" means to be -

- a) A member of any municipal council, any provincial legislature, the National Assembly or the National Council of Provinces;
- b) A member of the board of directors of any municipal entity;
- c) An official of any municipality or municipal entity;
- d) An employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);

- e) A member of the accounting authority of any national or provincial public entity; or
- f) An employee of Parliament or a provincial legislature)

- x. This quotation must be accompanied by duly completed and signed:
  - **MDB 4 – Declaration of Interest**
  - **MDB 6.1 – B-BBEE Status Level of Contribution**
  - **MDB 8 – Declaration of Bidders Past Supply Chain Practices**
  - **MDB 9 – Certificate of Independent Bid determination**

Your quotation will be rejected if the above forms are not fully completed, signed and submitted. The forms may not be re-typed and bidders must ensure that documents are complete.

These documents are obtainable from Supply Chain Management Unit during office hours (08h00 - 16h30).

**Important Note:**

- (i) Quotations with a value over R30 000 (VAT included) must be accompanied by a valid tax clearance certificate from the South African Revenue Services that provider's tax matters are in order;
- (ii) In terms of Preferential Procurement Regulations of 2011, the 80/20 preference point system is applicable. Broad Based Black Economic Empowerment (B-BBEE) requires that bidders submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claim. Failure to submit such a certificate will result in a bidder not qualifying for preference points for B-BBEE. The bidder must submit verification certificates that are accredited by:-
  - SANAS (South African National Accredited System)
  - IRBA (Independent Regulatory Board of Auditors)

Points will be awarded to a bidder for attaining the B-BBEE status level of the contributor

B-BBEE Status Level of Contributors (System)	Number of points (80 - 20)
1.	20
2.	18
3.	16
4.	12
5.	8
6.	6
7.	4
8.	2
Non-compliance Contributor	0

Queries can be directed to Mr J Madisha (SCM Manager at Ephraim Mogale Local Municipality) ☎: (013) 261 8450

  
 M.M MATHEBELA  
 MUNICIPAL MANAGER

02/11/15  
 DATE

**QUOTATION NO: 8/3/171 - DESIGN, PRINTING, SUPPLY AND DELIVERY OF DIARIES AND CALENDARS FOR 2016**

**DETAILED SPECIFICATION**

1.	Diaries	A5: 300 A4: 100	<p><b>Page 1</b></p> <ul style="list-style-type: none"> <li>• Municipal logo and Municipality Name</li> <li>• Face and Name of Mayor</li> <li>• Vision and Mission of the EPMLM</li> </ul> <p><b>Page 2</b></p> <ul style="list-style-type: none"> <li>• Municipal logo &amp; name of municipality</li> <li>• Face and name of speaker</li> <li>• Bathopele principles</li> </ul> <p><b>Page 3</b></p> <ul style="list-style-type: none"> <li>• Municipal logo &amp; name of municipality</li> <li>• Emergency numbers,</li> <li>• Contacts of Clinics and SAPS around EPMLM</li> </ul> <p><b>Page 4</b></p> <ul style="list-style-type: none"> <li>• Municipal logo &amp; name of municipality</li> <li>• Contacts of Councillors</li> </ul> <p>The first four pages of the diaries should have glossy paper</p>
2.	Wall Calendars	500	<p>Municipal logo  Name of Municipality  Pictures of the Mayor and Speaker  Municipal contacts, mission and vision  Names and contacts of councillors  School Calendars and holidays</p>
3.	Table Calendars	100	<p>Municipal logo  Name of municipality  January: Mayor and Back to school pictures  Other Months: Government calendar events</p>
4.	Faces of the municipality	150	<p>Municipal logo  Name of Municipality  Faces, names, contacts and designations  Website address and all municipal contacts</p>

## PRICING SCHEDULE

**Conditions:**

- All prices quoted should be VAT inclusive (for Vat vendors)
- Prices should be valid for a 90 day period
- If the pricing schedule is not signed the quotation will not be considered

Name of Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel / Cell No: \_\_\_\_\_

Business Address: \_\_\_\_\_

No	Description	Quantity	Unit Price (R)	Total (R)
1.	Diaries (A5)	300		
2.	Diaries (A4)	100		
3.	Wall Calendars	500		
4.	Table Calendars	100		
5.	Faces of the Municipality	150		
		<b>VAT @ 14%</b>		R
		<b>Grand Total</b>		R

Estimated Delivery Period in days: \_\_\_\_\_ DAYS

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**