



# NKANDLA MUNICIPALITY

Postal Address:  
Private Bag x 161  
NKANDLA  
3855

Physical Address:  
Marée Road  
Lot 292  
NKANDLA

☎ 035-833 2000  
Fax: 035-833 0920  
Web www.nkandla.org.za

Ref: Diaries, Calendars and Business cards

Enq: SCM

## INVITATION FOR QUOTATIONS

Nkandla Local Municipality seeks to appoint a suitably service provider to supply diaries, calendars and business card as follows:

Items	Description	Quality
1	Diaries for Municipal Staff Members	125
2	Diaries for Municipal Councillors	27
3	Diaries For Ward Committees	140
4	Diaries for Ward Coordinators	14
5	Diaries for Traditional Leaders	05
6	Calendars	8000
7	Desk Calendars	60
8	Business Cards	400

- ▲ **Valid Tax Clearance Certificate & SARS Pin Issue Certificate, Company Founding Documents, Proof of registration on the NT CSD and B-BBEE Certificate must be submitted with a quotation.**
- ▲ **MBD4, 7.1 & MBD8 must be submitted.(available from municipal website [www.nkandla.org.za](http://www.nkandla.org.za) )**
- ▲ The successful service provider will be required to register on the municipal database; Database Forms are available on request.
- ▲ The Nkandla Local Municipality Supply Chain Management Policy will apply.
- ▲ The Council reserves the right to negotiate further conditions and requirements with the successful bidder. And reserve the right not to appoint.
- ▲ Quotations that are late, incomplete, unsigned or stamped, will not be accepted or considered. The municipality will accept no responsibility for the late delivery of quotations by courier services or any other forms of mailing.
- ▲ The Nkandla Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- ▲ Bids shall remain valid for 60 . 90 days from the closing date (**11<sup>th</sup> of October 2018**).
- ▲ All prices should be inclusive of Value Added Tax (VAT)
- ▲

### DIARIES ,CALENDARS AND BUSINESS CARDS

All Completed quotations and supporting documents must be submitted in a sealed envelope clearly marked with the quotation name as above and must be and deposited in the municipal tender box situated at the reception area of the Nkandla Municipality, Lot 292, Maree Road, Nkandla 3855 by **Thursday on the 11<sup>th</sup> of October 2018 at 12h00**.

### EVALUATION CRITERIA

Nkandla Local Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) read with The Revised Preferential Procurement Regulations . Gazette No. 27636, 30 May 2005. The 80/20 preference point system shall be applicable during the evaluation.

- **Preferential Points System (80/20); 80 for Price and 20 for B-BBEE contribution status level allocated as follows:**

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

### BID ENQUIRIES

Enquiries should be directed to Public Relations Officer, Mr TD Khanyile on (035) 833 2012 during office hours.

Mr. LS Jili  
Municipal Manager  
04/10/2018