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## SUPPLY CHAIN MANAGEMENT UNIT

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### ADVERTISEMENT

QUOTATION NO: 93/23/24

### DESIGN, LAYOUT AND PRINT MANDENI MUNICIPALITY ANNUAL REPORT

Quotations are hereby called from suitably qualified and experienced service providers to design, layout and type setting the municipal 2022/2023 annual report into professional book-bonded document within prescribed timeframe being 20<sup>th</sup> of April 2024 as per the following specification:

ITEM	QTY	DESCRIPTION
1.	8	Professional book bonded Annual report.

#### 1. Scope of work

- Design the 2022/2023 Annual report.
- Edit and proofread the Annual report document
- Book bond the Annual report
- Produce electronic format of the 2022/2023 Annual report document.
- Submit the required copies of Annual report document within prescribed timeframe.

#### 2. Specification to design

- Number of pages approximately 600 + cover pages
- Quantity 8 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 8 USB's (branded USB'S)

#### 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:

#### Executive Committee



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

- 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 certified 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 ANNUAL REPORT”** Quotation number: **93/23/24** and must be deposited in the Bid Box situated at the Reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Tuesday 2023, the 02<sup>nd</sup> of April 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. Sizwe Ndlovu and SCM enquiries to Mr. Lungisani Nduli on 032-456 8200.

  
**MR SG KHUZWAYO**  
**MUNICIPAL MANAGER**

Date: 26/03/2024