



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 115/24/25

DESIGN, LAYOUT AND PRINT MANDENI MUNICIPALITY IDP DOCUMENT AND ANNUAL REPORT

Quotations are hereby invited from a suitably qualified and experienced service providers to design, layout and printing (including updating of the content page) of Mandeni Municipality 2025/2026 IDP and Annual report for 2023/24 document within prescribed timeframe being 3rd of May to the end of June 2025, as per the following specification:

Selling of quotation document will commence on **Tuesday, 15th of April 2026**. The cut-off time for selling of quotation documents is **15H00 on Wednesday, 23rd of April 2025**.

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

ITEM	QTY	DESCRIPTION
1	15	<p>IDP AND SDF</p> <p>Scope of work</p> <ul style="list-style-type: none">• Design the 2025/2026 IDP and SDF Cover pages• Edit and proofread the IDP document• Book bind the IDP document• Produce electronic format of the IDP• Phase 1: X3 hardcopies of the document to be printed book-bonded; x3 USB to be made available by 2 June 2025 to the municipality.• Phase 2 x12 hardcopies to be made available after Finalizations of PMS process mid-July 2025. <p>Specification to design</p> <ul style="list-style-type: none">• Number of pages approximately 400 + cover pages• Quantity 15 A4 hard copies• X10 Sand Disk Ultra Flair 3.0. 16 GB (none gliding)• Type of Paper<ul style="list-style-type: none">➤ Cover: Hard Gloss: 300gsm Magno Satin

		<ul style="list-style-type: none"> ➤ inside 128 gsm Magno Satin • All photographs will be available from the Municipality
2	8	<p>ANNUAL REPORT</p> <p>Scope of work</p> <ul style="list-style-type: none"> • Design the 2023/2024 Annual report. • Edit and proofread the Annual report document • Book bond the Annual report • Produce electronic format of the 2023/2024 Annual report document. • Submit the required copies of Annual report document within prescribed timeframe. <p>Specification to design</p> <ul style="list-style-type: none"> • Number of pages approximately 600 + cover pages • Quantity 8 A4 hard copies • Type of Paper <ul style="list-style-type: none"> ➤ 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:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	5	CIPC registration documents
Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and CSD
Enterprise 100% owned by Women	4	ID Copy of directors and CSD
Enterprise 100% owned by Youth	3	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.
- Quotations 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.
- 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.
- Service providers to complete in fully all relevant MBD's (1,4,8,9)
- A 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.(Must submit both the bidder and director)
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Attach proof of purchase of quotation document.
- 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 IDP DOCUMENT AND ANNUAL REPORT**" **QUOTATION NO.:115/24/25**" and must be deposited in the Bid Box situated at the **reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Thursday, the 24th of April 2025. 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 relating to SCM may be directed to Nomhle or Sizwe Ndlovu and SCM queries be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 15/04/2025