



Office of the Municipal Manager

Tel 032 456 8200
Fax 032 456 2504 / 086 568 9741
Email ceo@mandeni.gov.za

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 62/24/25

SUPPLY AND DELIVER MUNICIPAL BRANDING MATERIAL

Quotations are hereby called from suitably and experienced service providers to supply and deliver municipal branding material as per the following specification:

Selling of quotation document will commence on **Friday 29th of November 2024**. The cut-off time for selling of quotation documents is **15H00 on Thursday, 05th of December 2024**.

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	2	Gazebo: <ul style="list-style-type: none">- Indoor Base- Dimension: W 3.0m x H 6.0m- Steel pegs included to secure in windy conditions- Color: CMYK colours (Artwork of the above-mentioned scale will be supplied)
2	5	Telescopic banners <ul style="list-style-type: none">- Dimensions: W - 0.55m x H - 4.4m- Steel frame with steel pegs included to secure in windy conditions- Fabric: Double sided cloth print- Colour: CMYK full colours (Artwork of the above-mentioned scale will be supplied)- Layout blueprint to be supplied by the appointed service provider
3	4	Roll-up banners (Ex-T Lite Banner) Dimension: W 1.2m x H 2.2m Color: CMYK colors (Artwork of the above-mentioned scale will be supplied)
4	1	Straight Expandable backwall

		Dimension: W 3.0m x H 2.25m Colour: CMYK colours (Artwork of the above-mentioned scale will be supplied)
5	1	Straight Expandable backwall Dimension: W 4,5 m x H 2.25m Colour: CMYK colours (Artwork of the above-mentioned scale will be supplied)
6	5	Table throw Dimension: W 3.0m x H 3.0m Colour: CMYK colours (Sample will be provided)
7	2	Glow lantern - Dimensions: W 0,8 x H 2.0m - Color: CMYK colours (Sample will be provided)
8	25	Chair covers Colour: CMYK colours (Sample will be provided)
9	5	Pouch Bags Quantity: 4 large Quantity: 1 small Colour: black (Sample will be provided)

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	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 will apply on evaluating this quotation
- 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. Prices quoted must be firm and inclusive of VAT
- No quotations will be considered from persons in the services of any organ of the state
- Service providers to complete in fully all relevant MBD's (1,4,8,9) that are available on municipal website.
- Company registration document with CIPC.
- A copy of the most recent municipal account in which the business is registered. Local municipality (rates, electricity and other) or if the bidder is a tenant, then a letter or certificate from landlord indicating that the levies are not in arrears or an 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.
- 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 **"SUPPLY AND DELIVER MUNICIPAL BRANDING MATERIAL"** **QUOTATION NUMBER 62/24/25** and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Friday, the 06th of December 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 Mdududzi Manzi and SCM enquiries must be directed to Mr. Lungisani Nduli(lungisaninduli@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 29/11/2024