



Office of the Municipal Manager

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## SUPPLY CHAIN MANAGEMENT UNIT

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### ADVERTISEMENT

QUOTATION NO: 82/25/26

### SUPPLY AND DELIVER TOURISM MATERIAL

Quotations are hereby called from suitably and experienced service providers to supply and deliver tourism equipment as per the following specification:

Selling of quotation document will commence **on Monday 23<sup>rd</sup> of February 2026**. The cut-off time for selling of quotation documents is **15H00 on Friday, 27<sup>th</sup> of February 2026**.

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    | 100 | Tourism brochures<br><br>Number of pages approximately 400 + cover pages<br>Quantity 15 A4 hard copies<br>Type of Paper<br>Cover: Hard Gloss: 300gsm Magno Satin<br>inside 128 gsm Magno Satin<br>All photographs will be available from the Municipality  |
|      | 20  | Branded key holders. (Municipal logo).3  |
|      | 30  | Branded black pens (Municipal logo).<br>Black ballpens engraved Mandeni logo with A6 notebooks engraved Mandeni logo   |
|      | 20  | Branded water bottles (Municipal logo)   |
|      | 6   | Branded golf t-shirts (sizes to be discussed with the appointed service provider).<br><br>Navy Blue Golfers<br>Embroidered with Municipal logo on the left<br>Specification:<br>Self-fabric structured collar, grown on placket, double needle topstitching detail, 3 metal look buttons, side slit on seam, high end fabric with premium hand feel, 180g 100% mercerised with cold touch. |

**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. Bidders to attach a full CSD report.
- 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.
- Service providers to complete in fully all relevant MBD's (1,4,8,9)
- 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 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 other. Submit for both bidder and director.
- 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 "**SUPPLY AND DELIVER TOURISM MATERIAL NO.:82/25/26**" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Monday 02<sup>nd</sup> of March 2026. 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 may be directed to Zinhle Mbambo and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.

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

Date: 23/02/2026