



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

E-mail: jllin@harrygwalam.gov.za

ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE SUPPLY AND DELIVERY OF CUSTOMER CARE FLYERS AND BANNERS

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the supply and delivery of customer care flyers and banners for Harry Gwala District Municipality.

SPECIFICATION/SCOPE

Supply and delivery of the following:

- 1000 X A5 Glossy paper water saving tips flyers.
- 1000 X A5 Glossy paper sanitation and hygiene flyers.
- 1000 X A5 Glossy paper sanitation and hygiene door stickers.
- 2 X folded banners with HGDM logo, customer care number 0860 103651, municipal address and customer care procedures for water and sanitation complaints.

PLEASE NOTE THAT COPIES OF THE FLYERS ARE AVAILABLE ON THE HARRY GWALA DISTRICT MUNICIPALITY WEBSITE AND AT THE BUDGET AND TREASURY OFFICE IN THE SUPPLY CHAIN MANAGEMENT UNIT.

(Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin.
- Central Supplier database registration.

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- A signed MBD4 form must be submitted with all Bids (available on our website and reception area).
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database and central supplier database.

Handwritten signature

CLOSING DATE

The closing date for the bidders is on ⁰⁷.....December 2021 at 12h00. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the "Supply and delivery of customer care flyers and banners" on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Miss Nosipho Mazibuko** on 039 834 5562 during working hours.

Mrs A.N. Dlamini
Municipal Manager



HARRY GWALA DISTRICT MUNICIPALITY

WATER SAVING TIPS



Flyers for water Ei Banner



Wash clothes on full load.



Turn off shower when soaking.



Turn off tap when brushing teeth or use cup or glass



Use bucket not horse pipe while washing the car



Use kitchen grey water for irrigating garden



Use container when drinking water not hands



Always keep your taps closed and check leaks regularly



Report leaks to the municipality

HARRY GWALA DISTRICT MUNICIPALITY:

CUSTOMER CARE: Opening hours: Monday - Sunday 06:00-06:00 24 hrs.
 Phone number: 086 070 3651
 Text (SMS): 075 201 3512
 Physical Address: Disaster Management Centre Building 419 Stuart Drive, Morningside, Ixopo
 Email: mazibukon@harrygwalaadm.gov.za

WALK-IN CUSTOMER SERVICE CENTERS

- GREATER KOKSTAD MUNICIPALITY**
39 Barclays Street
Tel: 039 727 2723
- UHZIMKHULU MUNICIPALITY**
22 Bird Street
Tel: 039 259 0500
- UBUHLEBEZWE MUNICIPALITY**
Disaster Management Centre b
419 Stuart Drive, Morningside, Ixopo
Tel: 086 070 3651 / 039 834 3939
- DR NKOSAZANE DLAMINI-ZUMA**
3 Reservoir Street Underberg
Tel: 033 7011640



HARRY GWALA DISTRICT MUNICIPALITY



SANITATION & HYGIENE

flyers *Sam Tson' on*

CUSTOMER CARE LINE: 086 010 3651



Toilets showing open door.



Toilet with closed door.



- Keep the toilet door closed all the time.
- Clean your toilet with water and soap.
- Do not dispose foreign objects (plastics, dead animals, nappies, stones, sanitary towels, etc.) in the pit.

• **DO NOT PUT DISINFECTANTS IN YOUR TOILETS**



• Keep the toilet seat closed



• Use Toilets paper or newspaper.

HARRY GWALA DISTRICT MUNICIPALITY:

CUSTOMER CARE: Opening hours: Monday – Sunday 06:00-06:00 24 hrs.
Phone number: 086 010 3651
Text (SMS): 073 807 3512

Physical Address: Disaster Management Centre Building 419 Stuart Drive, Morningside, Ixopo
Email: mazbukon@harrygwaledm.gov.za

WALK-IN CUSTOMER SERVICE CENTERS

GREATER KOKSTAD MUNICIPALITY
39 Barclays Street
Tel: 039 727 2723

UMZIMKHULU MUNICIPALITY
22 Bird Street
Tel: 039 259 0500

DR NKOSAZANE DLAMINI-ZUMA
3 Reservoir Street Underberg
Tel: 033 701 1640

UBUHLEBEZWE MUNICIPALITY
Disaster Management Centre built
419 Stuart Drive, Morningside, Ixopo
Tel: 086 010 3651 / 039 834 3339



MUNICIPALITY

SANITATION & HYGIENE

Stickers

CUSTOMER CARE LINE: 086 010 3651



Toilets showing open door.



Toilet with closed door.



- Keep the toilet door closed all the time.
- Clean your toilet with water and soap.
- Do not dispose foreign objects (plastics, dead animals, nappies, stones, sanitary towels, etc.) in the pit.

DO NOT PUT DISINFECTANTS IN YOUR TOILETS



• Keep the toilet seat closed



• Use Toilets paper or newspaper.

HARRY GWALA DISTRICT MUNICIPALITY:

CUSTOMER CARE: Opening hours: Monday - Sunday 06:00-06:00 24 hrs
Phone number: 086 010 3651
Text (SMS): 078 801 3512

Physical Address: Disaster Management Centre/Building 419 Stuart Drive, Morningside, ixopo
Email: maizibuleni@harrygwala.gov.za

WALK-IN CUSTOMER SERVICE CENTERS

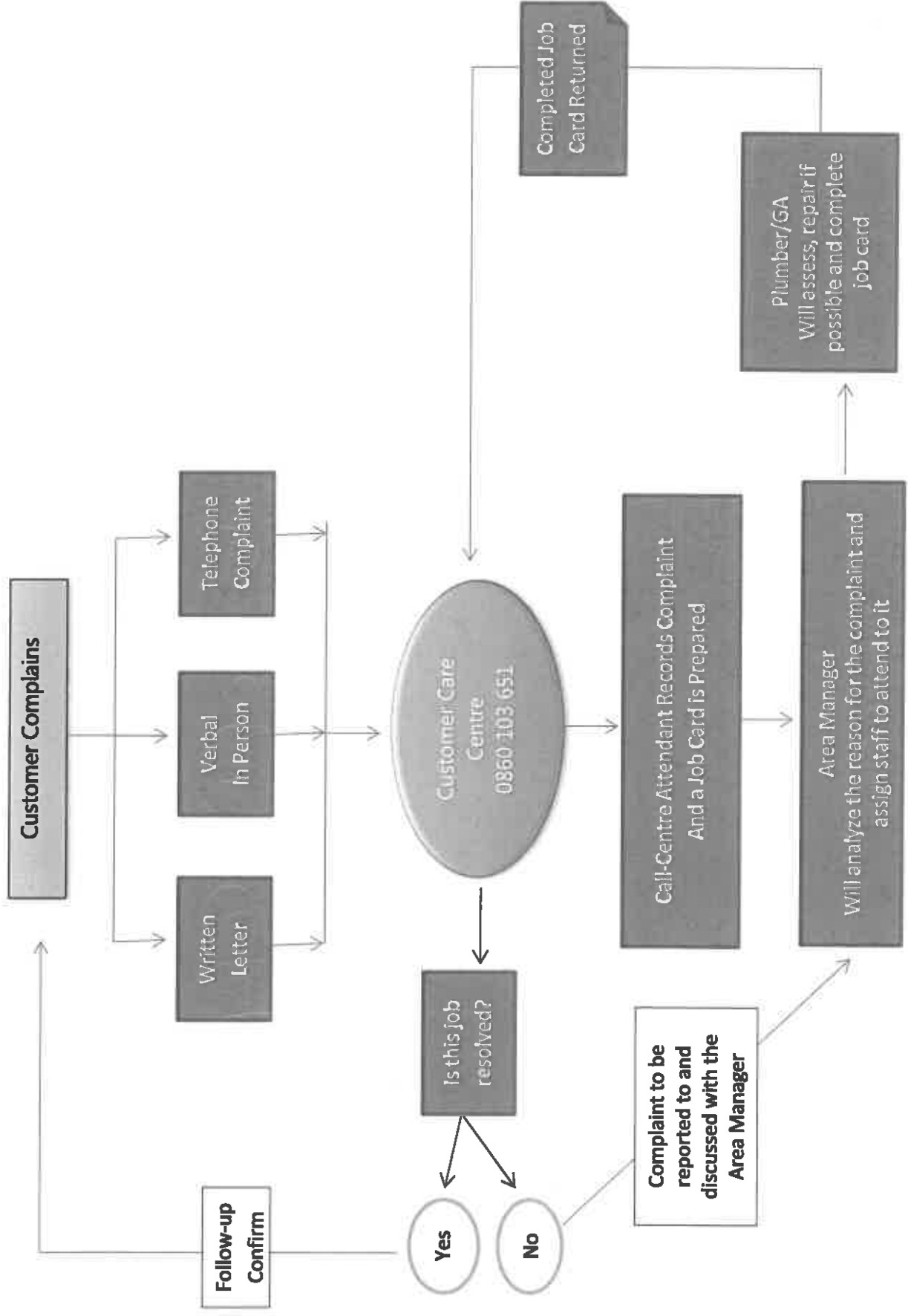
GREATER KOKSTAD MUNICIPALITY
39 Barclays Street
Tel: 039 727 2723

UMZIMKHULU MUNICIPALITY
22 Bird Street
Tel: 039 259 0500

DR NKOSAZANE DLAMINI-ZUMA
3 Reservoir Street Umberberg
Tel: 033 7011640

UBUHLEBEZWE MUNICIPALITY
Disaster Management Centre building
419 Stuart Drive, Morningside, ixopo
Tel: 086 010 3651 / 039 834 9939

Harry Gwala District Municipality Customer Care Procedures for Water Complaints



MARY GWALA DISTRICT MUNICIPALITY:

CUSTOMER CARE: Opening hours: Monday - Sunday 06:00-06:00 24 hrs.
Phone number: 086 010 3651
Text (SMS): 078 001 3512

Physical Address: Disaster Management Centre Building 419 Stuart Drive, Morningside, Kxopo
Email: mazibukon@murrygwala.gov.za

WALK-IN CUSTOMER SERVICE CENTERS

GREATER KOKSTAD MUNICIPALITY
39 Barclays Street
Tel: 039 727 2723

DR NKOSAZANE DLAMINI-ZUHA
3 Reservoir Street Underberg
Tel: 033 7011640

UMZIKHULU MUNICIPALITY
22 Bird Street
Tel: 039 259 0500

UBUHLEBEZWE MUNICIPALITY
Disaster Management Centre
419 Stuart Drive, Morningside
Tel: 086 010 3651 / 039 834 2111

Harry Gwala District Municipality Customer Care Procedures for Water Complaints

