



# HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

## OFFICE OF THE MUNICIPAL MANAGER

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### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS SUPPLY AND DELIEVERY OF DIARIES AND CALENDARS FOR 2020

Harry Gwala District Municipality request written price quotations from the experienced, qualified and reputable service providers to assist the municipality with supply and delivery of diaries and calendars for 2020.

#### **SPECIFICATION:**

**10 000x A2** Calendar's: Layout and Design of calendars

**120x** Desk Calendar

**200 x A4** Diaries with municipal logo to be printed in gold,

**200 x A5** Diaries with municipal logo to be printed in gold,

Meeting scheduled dates to be added on the diaries and calendars will be given to appointed service provider.

Embroidered Diaries will be done for EXCO members.

All diaries must have the name and the logo foiled in gold.

All Service providers must submit samples of their previous work.

**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
- Service providers must provide four (4) appointments for previous work (appointment letter/order and reference letter).
- The service provider must at least have experience of 4-5 years' experience in designing and printing of calender and diaries

**The following conditions will apply:**

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT (if applicable).
- A firm delivery period must be indicated.

- A signed MBD4 must be submitted with all bids (available on our website or at the reception)
- A certified or original Valid B-BBEE status level verification certificate must be attached to claim preference points.
- 80/20 Preference point system will apply when evaluating
- Your company must be registered on municipal database

### **CLOSING DATE**

The closing date for the bidders is **on 03 December 2019 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Diaries and Calendars"** 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 **Mr.Tenza** on 039 834 8700 during working hours

AP 

**Mrs A.N. Dlamini**

**Municipal Manager**