



# HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

## OFFICE OF THE MUNICIPAL MANAGER

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### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE SUPPLY AND DELIVERY OF CALENDERS AND DIARIES

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the procurement of calendars and diaries.

#### SPECIFICATION/SCOPE

Supply and delivery of the following:

10 000 X A2 Calendars – layout and design of calendars

120 X desk calendars

200 X A4 diaries with municipal logo and must be printed in gold

200 X A5 diaries with municipal logo and must be printed in gold.

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

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

All service providers must submit samples.

Embroidered diaries will be done for EXCO members.

The service provider must submit 3 appointment letters or purchase orders of work previously done.

Preferred colour for diaries is black

**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.

**CLOSING DATE**

The closing date for the bidders is on ~~04~~<sup>04</sup> November 2021 at 12h00. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"SUPPLY AND DELIVERY OF CALENDARS AND DIARIES"** 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 Ndabezitha Tenza** on 039 834 8700 during working hours.

  
**Mrs A.N. Dlamini**  
**Municipal Manager**