



Date: 11 April 2019

SCM 175 / 2018-19

NOTICE

FORMAL WRITTEN QUOTATION ARE REQUESTED FROM SUITABLE SERVICES PROVIDERS: TO PRINT AND DELIVER MUNICIPAL BY-LAWS AND STANDING RULES AND ORDER BOOKLETS

Kindly furnish the district municipality with a formal written quotation for the services as stated above. See the specifications below. Quotes that not in line with the specifications or that are not complete will be disqualified. Also service providers must maintain the sequence of the attached specifications and the related description of items on their quotations, if not this will lead to a disqualification

The quotation must be submitted on the letterhead of your business and must be hand delivered to Ehlanzeni District Municipality offices at office no. *NI 32, 8 Van Niekerk Street, Mbombela* or faxed to 086 696 5763 on or before 10H00, on the 18th of April 2019.

The following conditions will apply:

Pre-qualification criteria.

Only the following bidders are who have a minimum of level one for B-BBEE status level of contribution and being an EME or SQE in terms of regulation 4.1. of the amended PPPFA regulations.

Compulsory requirements for the submission of quotations:

- **Only suppliers that are registered on the Central Supplier Database will be considered for appointment. Please go to WWW.CSD.GOV.ZA to register before submission of quotations**
- 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.
- This invitation for quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000).
- Prospective service providers are required by law to complete the MBD 4 Declaration of interest) which must be completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.

NB: No quotations shall be considered from persons who are in the service of the state.

Please attach the following documents with the quotation:

- Certified BBBEE Certificate to obtain preference points.
- Bank letter with bank stamp not older than three months / a cancelled cheque - if the banking details are not verified on the CSD report
- Complete the declaration of interest form (Obtainable from SCM unit).

FOR TECHNICAL ENQUIRIES PLEASE CONTACT: LEONI ESPAG AT (013) 759 8577

FOR PROCUREMENT RELATED ENQUIRIES PLEASE CONTACT: SP KHUMALO AT 013 759 8573 OR SC THELA AT 013 759 8510.

Failure to comply with these conditions may invalidate your offer.

Regards,

Supply Chain Management



SPECIFICATIONS:

ITEMS	QUANTITY AND SIZE	NUMBER OF PAGES PER COPY	DESCRIPTION
MHS BY LAWS	100 COPIES Copy Size -100mm x 140 mm	169 PAGES PER COPY	1. Text printed full colour though and fold 2. Page cover gloss art white
STANDING RULES OF COUNCIL	100 COPIES Copy Size - 100mm x 140 mm	35 PAGES PER COPY	3. Printed full cover both side and scored 4. Gloss art white 135ggrm

