



LOCAL MUNICIPALITY – UMKHANDLU WENDAWO  
SUPPLY CHAIN MANAGEMENT UNIT  
259 KINGSWAY STREET, BERGVILLE, 3350  
Tel: 036 448 8000 Ext. 8054 Fax: 036 448 1986/ 0867741577

Reference no: SCM06/2017-2018

Date: 01 September 2017

**RFQ: SUPPLY AND DELIVERY OF DIARIES AND CALENDARS FOR OKHAHLAMBA LOCAL MUNICIPALITY**

Quotations are hereby invited from interested suppliers with a proven track record in terms of Section 83 of the Municipal System Act, Act 32 of 2000 (as amended) and Section 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for Supply and delivery of Calendars and Diaries for Okhahlamba Local Municipality.

**The details of the specification attached:**

100xA4 municipal dairies  
200x A5 Municipal dairies  
7000x A1 Calendars in full colour on high quality glossy paper.

**NB: Top five (5) Shortlisted suppliers will be required to provide samples**

Queries may be directed to the following officials during office hours:  
Ms S. Asmal on 036 448 8079.

**QUOTE SUBMISSION**

Quotations must appear on an official letterhead or be endorsed by the official stamp of the submitting entity. Quotations must be submitted in a sealed envelope (which is clearly marked with the reference number above) in the Municipal tender box, by no later than:

**12 September 2017 at 11:00.**

**The following conditions, read together with the Municipality's SCM Policy will apply:**

- Suppliers must be registered on the Okhahlamba Local Municipality Supplier data base. Registration forms can be e-mailed on request, downloaded from our website or collected from our offices.
- Suppliers must be registered on the National Treasury Central Supplier Database (CSD). Suppliers can use the following link to register: [www.csd.gov.za](http://www.csd.gov.za)
- Suppliers must submit a valid Tax Clearance Certificate or
- An income Tax number and Tax clearance Certificate number / tax Compliance Status Pin
- An original or certified copy of valid B-BBEE certificate as these are used in the evaluation processes
- Quotes will be evaluated on the 80/20 preferential points system.
- Suppliers must effect delivery within 7 (seven) working days of receiving an order.
- Where a supplier is unable to deliver within this period, the Municipality must be contacted in writing and the Municipality will determine whether the order will be cancelled or an extension for delivery will be granted.
- Delivery will only be accepted during office hours.
- The Declaration of interest (MBD4) form must be completed and attached.
- The Okhahlamba Local Municipality is not bound to accept the lowest or any bid and reserves the right to accept the whole or part of a bid.

## **Specifications for the Diaries and Calendars 2018**

### Diaries:

1. Printed Municipal Diaries (200 A5 and 100 A4)
2. Diaries to be branded with the Municipal Logo and the year on the front cover
3. First four pages of the diary to be printed in high quality glossy paper in colour
4. Images and text will be supplied for the design and layout of the first 4 pages of the diaries
5. Final proofs of art work / design and layout to be approved prior to publication of the diaries
6. Diaries should include the standard information including Personal Details, 2017 2018 and 2019 Calendars, Academic Terms for Schools and Universities, a 2018 Year Planner, Metric Conversions, Holidays and Religious Festivals, A map of South Africa and a Distance Table
7. A sample of a previous years diary may be shown to the service provider
8. Complete samples (hard copies) of the diaries to be provided prior to publication of the diaries
9. Diaries to be delivered to the Main Municipal Building in Bergville no later than 3/12/2017

### Calendars: (7000 A1)

1. Wall Calendars to be printed on high quality glossy A1 white paper in full colour
2. Images for art work to be supplied to the service provider for the design and layout
3. Calendars to include public holidays, and list of school terms
4. Calendars to include municipal logo and contact details
5. Calendars should have a metal binder at the top of the calendar
6. Final proofs of art work / design and layout to be approved prior to publication of the calendar
7. A complete sample (hard copy) of the calendar to be provided prior to the publication of the calendars
8. Calendars to be delivered to the Main Municipal Building in Bergville no later than 3/12/2017

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? .....YES / NO

3.9.1 If yes, furnish particulars.....  
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... YES / NO

3.10.1 If yes, furnish particulars.  
.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars  
.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.  
.....  
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.  
.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:  
.....  
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**