



MOGALAKWENA MUNICIPALITY

## ADVERTISEMENT

**ADVERT DATE: 08 DECEMBER 2021**

**CLOSING DATE: 15 DECEMBER 2021**

**CLOSING TIME: 10H00**

**REQUEST TO SUBMIT QUOTATIONS NOTICE: 262/2021**

**MUNICIPAL MANAGER: COMMUNICATIONS**

**The Mogalakwena Local Municipality (MLM) hereby invites service providers to print and deliver the following items:**

**SPECIFICATION FOR x 1 000 COPIES OF TENT 2021 CALENDARS**

**500 COPIES FOR ALBUM DESKTOP CALENDARS**

**1000 A4 PAPER FILE PRESENTATION FILE WITH TWO POCKETS**

**1 SPECIFICATIONS FOR THE 2021 PERSONALISED OF x 500 ALBUM DESKTOP CALENDARS**

- 500 copies of 50cm x 30cm personalised monthly album desktop calendars
- School Diaries and yearly calendars on each page
- MLM Composite logo on the album desktop calendar
- Pictures of the Mogalakwena Members of Municipal Executive Council
- Vision, Mission and Value Systems of the municipality
- Address, email, facebook account and contact details of the municipality
- School terms and public holidays
- 200 GSM, gloss material
- Design, printing and delivery is the responsibility of the service provider.

**Layout and Design**

1. A dummy/ proof of the calendar is required before printing commence.
2. All pictures must be deep etched.

## **2 SPECIFICATIONS FOR 2021 PERSONALISED x 1 000 COPIES FOR 2021 TENT CALENDARS**

- 1 000 copies of 22cm x 11cm personalised monthly album desktop calendars
- School Diaries and yearly calendars on each page
- MLM Composite logo on the album desktop calendar
- Pictures of the Mogalakwena Members of Municipal Executive Council
- Vision, Mission and Value Systems of the municipality
- Address, email, facebook account and contact details of the municipality
- School terms and public holidays
- 200 GSM, gloss material
- Design, printing and delivery is the responsibility of the service provider.

### **Layout and Design**

1. A dummy/ proof of the calendar is required before printing commence.
2. All pictures must be deep etched.

### **Printing**

1. Progressive colour proofs required before commencement of printing.
2. Editorial and artwork will be sent to the service provider after the appointment and delivery be effected in **14 days**.

## **3. SPECIFICATIONS FOR x 1 000 A4 PAPER FILE PRESENTATION FILE WITH TWO POCKETS**

- 1 000 copies of A4 personalised\_paper file presentation file with two pockets MLM Composite logo on the album desktop calendar
- Vision, Mission and Value Systems of the municipality
- Address, email, facebook account and contact details of the municipality
- 200 GSM, gloss material
- Design, printing and delivery is the responsibility of the service provider.

**The following conditions shall apply:**

- Prospective Bidders should be registered on **Central Supplier Database (CSD)-attach summary report.**
- Quotations must be accompanied by:
  1. valid Tax clearance certificate; (Tax compliance status pin issued should also be attached for new tax clearance certificate issued)
  2. Company registration certificate, CK1, CK2 etc.
  3. ID Copies of the shareholders
  4. B-BBEE status level certificate from an accredited agency, auditors or accountants/Sworn Affidavits
  5. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website [www.mogalakwena.gov.za](http://www.mogalakwena.gov.za) and procurement office (stores).
- Quotation which are submitted in the **wrong box, faxed, e-mailed** and **submitted after the closing time** will not be considered.
- Only quotations deposited in the tender box will be accepted.
- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the specification
- Any alterations on the quotation must be initialled.
- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- All awards are subject to the user division confirming the sample.
- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Fixed prices must be valid for thirty (30) days.
- **VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.**
- Suppliers must be in a position to deliver within 14 days upon receipt of official order.
- Quotations will be evaluated on a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBEEA 2003 and preferential procurement regulations 2011.
- **Quotation on company letterhead in sealed envelope written the notice number and/or description of service must be deposited in a quotation/notice box of Mogalakwena Municipality (Civic Centre), 54 Retief Street, Mokopane, 0600 when all request for quotations will be opened in public in the old council chambers, on the ground floor.**

All technical queries regarding these specifications should be directed to Communications Office in the Municipal Manager at 015 491 9760 and all administrative queries to Procurement office at 015 491 9662/9647/9731/9671

**H.S.M Ngoepe**  
**Acting Municipal Manager**  
**54 Retief Street**  
**Mokopane**  
**0600**