



## ADVERTISEMENT

**ADVERT DATE: 12 OCTOBER 2023**  
**CLOSING DATE: 19 OCTOBER 2023**  
**CLOSING TIME: 10H00**

**REQUEST TO SUBMIT QUOTATIONS NOTICE: 117/2022**

**MUNICIPAL MANAGER: COMMUNICATIONS**

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

**SPECIFICATIONS FOR 2023 A4 CLASSIC DIAMOND PATTERN DIARIES x200 FOR COUNCILLORS, MANAGERS-SECRETARIES & DIVISIONAL HEADS**

**A4 Classic Diamond Pattern Diaries x200**

Executive with the following features:

- Embossed black on front page with:
- MLM Composite logo on the front cover;
- Personalised on front cover;
- **Insert of 12 pages on gloss material below**
- Picture of the diary holder
- Vision, Mission and Value Systems of the Municipality
- Pictures of Mayor, Speaker, Chief Whip and EXCO members
- Pictures of Councillors
- Pictures of Proportional Councillors
- Pictures of Traditional Leaders
- Pictures of the municipal management
- Address, social media accounts, contact details and emergency contact numbers
- Council Year Planner
- Pictures of municipal ongoing and completed projects

- Quote is inclusive of Design, Layout, Artwork, Editing and Delivery

- **Printing**

1. Minimum requirement for plate production should be a CPT (Computer to plate system)
2. Progressive colour proofs required before commencement of printing.
3. Artwork will be sent to the service provider after the appointment and delivery be effected in **14 days**.

**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 initialed.
- 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 Center), 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 Mr. Malesela Selokela in the Municipal Manager at 015 491 9760 and all administrative queries to Procurement office at 015 491 9662/9647/9731/9671

**M.M Maluleka  
Acting Municipal Manager  
54 Retief Street  
Mokopane  
0600**