



MOGALAKWENA MUNICIPALITY

## ADVERTISEMENT

**ADVERT DATE: 12 OCTOBER 2022**

**CLOSING DATE: 19 OCTOBER 2022**

**CLOSING TIME: 10H00**

**REQUEST TO SUBMIT QUOTATIONS NOTICE: 116/2022**

**MUNICIPAL MANAGER: COMMUNICATIONS**

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

**SPECIFICATIONS FOR x 200 A5 MACRO FLEXI NOTEBOOKS  
SPECIFICATIONS FOR x 200 NEWHAVEN ECO-LOGICAL PEN  
SPECIFICATION FOR 3 000 A4 PAPER PRESENTATION FILES WITH TWO POCKETS**

### **1. SPECIFICATIONS FOR x 200 PERSONALISED A5 MACRO FLEXI NOTEBOOKS WITH ELASTIC CLOSURE**

- x200 colourful notebook with elastic closure, pen loop and ribbon
- Size: 14.5(w) x 21(w) x 1.5 (d)
- Pages with 24 lined, year, month, day and dated pages to take notes every day
- Page with Personal Memoranda
- 2023 calendar with school terms and public holidays and 2024 calendar
- 6 pages of duplicated full names, landline and x2 cellphone numbers and email address on each page
- Design, printing of gloss inserts and delivery the responsibility of the service provider

### **2. SPECIFICATIONS FOR x 200 NEWHAVEN ECO-LOGICAL**

- x 200 Newhaven Eco-Logical Pen
- Material: Recycled Wood Pulp & Polished Chrome
- Uniquely crafted clip and contains black ink.

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

- 3 000 copies of A4 personalised paper file presentation file with two pockets
- MLM Composite logo and departmental name on the cover
- Vision, Mission and Value Systems of the municipality on the back cover
- Postal- email address, social media accounts and contact details on the back cover
- 200 GSM on a gloss material
- Design, printing and delivery is the responsibility of the service provider.

#### **Layout and Design**

1. A dummy/ proof of the presentation files and A5 Macro Flexi Notebooks are 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**.

#### **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, BBBEEA 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

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