



MBD1

## PART A INVITATION TO BID

|                                                                                                                                                                       |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY</b>                                                                                   |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| NOTICE NUMBER: 23/2022/2023ABC                                                                                                                                        |                                                                                        | CLOSING DATE: 14 MARCH 2024                                                                            |                                                                                      | CLOSING TIME: 11:00 AM |                                                                                              |
| DESCRIPTION                                                                                                                                                           |                                                                                        | REQUEST FOR QUOTATION FOR THE DEVELOPMENT OF A THULAMELA LOCAL MUNICIPALITY (LED) AGRICULTURE BROCHERE |                                                                                      |                        |                                                                                              |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>                                                                     |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX<br>SITUATED AT (STREET ADDRESS                                                                                 |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| OLD AGRIVEN BUILDING                                                                                                                                                  |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| THOHOYANDOU                                                                                                                                                           |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| 0950                                                                                                                                                                  |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
|                                                                                                                                                                       |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
|                                                                                                                                                                       |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                           |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| NAME OF BIDDER                                                                                                                                                        |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| POSTAL ADDRESS                                                                                                                                                        |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| STREET ADDRESS                                                                                                                                                        |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| TELEPHONE NUMBER                                                                                                                                                      | CODE                                                                                   |                                                                                                        | NUMBER                                                                               |                        |                                                                                              |
| CELLPHONE NUMBER                                                                                                                                                      |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| FACSIMILE NUMBER                                                                                                                                                      | CODE                                                                                   |                                                                                                        | NUMBER                                                                               |                        |                                                                                              |
| E-MAIL ADDRESS                                                                                                                                                        |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| VAT REGISTRATION NUMBER                                                                                                                                               |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| TAX COMPLIANCE STATUS                                                                                                                                                 | TCS PIN:                                                                               |                                                                                                        | OR                                                                                   | CSD No:                |                                                                                              |
| B-BBEE STATUS LEVEL VERIFICATION<br>CERTIFICATE<br>[TICK APPLICABLE BOX]                                                                                              | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No                        |                                                                                                        | B-BBEE STATUS<br>LEVEL SWORN<br>AFFIDAVIT                                            |                        | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No                              |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| ARE YOU THE ACCREDITED<br>REPRESENTATIVE IN SOUTH AFRICA<br>FOR THE GOODS /SERVICES /WORKS<br>OFFERED?                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] |                                                                                                        | ARE YOU A FOREIGN<br>BASED SUPPLIER FOR<br>THE GOODS<br>/SERVICES /WORKS<br>OFFERED? |                        | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES, ANSWER PART<br>B:3] |
| TOTAL NUMBER OF ITEMS OFFERED                                                                                                                                         |                                                                                        |                                                                                                        | TOTAL BID PRICE                                                                      | R                      |                                                                                              |
| SIGNATURE OF BIDDER                                                                                                                                                   |                                                                                        |                                                                                                        | DATE                                                                                 |                        |                                                                                              |
| CAPACITY UNDER WHICH THIS BID IS<br>SIGNED                                                                                                                            |                                                                                        |                                                                                                        |                                                                                      |                        |                                                                                              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                                                                |                                                                                        |                                                                                                        | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                     |                        |                                                                                              |
| DEPARTMENT                                                                                                                                                            | FINANCE                                                                                |                                                                                                        | CONTACT PERSON                                                                       | MR NEMAKONDE MP        |                                                                                              |
| CONTACT PERSON                                                                                                                                                        | MUDZILI TP                                                                             |                                                                                                        | TELEPHONE NUMBER                                                                     | 083-457-2249           |                                                                                              |
| TELEPHONE NUMBER                                                                                                                                                      | 015 962 7629                                                                           |                                                                                                        | FACSIMILE NUMBER                                                                     | 015 962 7629           |                                                                                              |
| FACSIMILE NUMBER                                                                                                                                                      |                                                                                        |                                                                                                        | E-MAIL ADDRESS                                                                       |                        |                                                                                              |
| E-MAIL ADDRESS                                                                                                                                                        | mudziltp@thulamela.gov.za                                                              |                                                                                                        |                                                                                      |                        |                                                                                              |



MBD1

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

|                                                                                                                                                                                                                                          |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                |                                                          |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                             |                                                          |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</b>                                                                                                                                     |                                                          |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |                                                          |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                    |                                                          |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                           |                                                          |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.                                                          |                                                          |
| 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.         |                                                          |
| 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.                                                                                                                                                             |                                                          |
| 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                             |                                                          |
| 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                       |                                                          |
| 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                        |                                                          |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                     |                                                          |
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.                      |                                                          |

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....



## THULAMELA MUNICIPALITY

### INVITATION TO NOTICE

#### REQUEST FOR QUOTATION FOR THE DEVELOPMENT OF A THULAMELA LOCAL MUNICIPALITY (LED) AGRICULTURE BROCHURE

Thulamela Municipality invites prospective service providers for provision of the following service:

| NOTICE NUMBER              | DESCRIPTION                                                                                             | NON-REFUNDABLE BID PRICE                                                                                                               | CONTACT PERSON                                                                | EVALUATION CRITERIA                          |
|----------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------|
| NO:<br>23/2022/20<br>23ABC | Request for quotation for the development of a Thulamela local municipality (led) agriculture brochure. | R3.00 per page or can be downloaded from Thulamela website ( <a href="http://www.thulamela.gov.za">www.thulamela.gov.za</a> ) for free | Mr Nemakonde M.P. (083 457 2249)<br><br>and/or Mr Mudzili T.P. (015 962 7629) | 80/20 preference points system will be used. |

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a **Non-refundable bid price of R3.00 per page** as from **29 February 2024** or can alternatively be downloaded from Thulamela website ([www.thulamela.gov.za](http://www.thulamela.gov.za)) for free. The tenderer(s) should also download SCM forms that are found in the SCM-FORMS sub folder on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers must attend a compulsory briefing session on 07 March 2024 at 10h00. Venue: Thulamela local Municipality Information Centre Boardroom.

**Notice No. 23/2022/2023ABC: REQUEST FOR QUOTATION FOR THE DEVELOPMENT OF A THULAMELA LOCAL MUNICIPALITY (LED) AGRICULTURE BROCHURE**

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g., CK).
- ❖ Proof of registration on CSD.
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid) Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- ❖ List of similar projects completed in the last 5 years by the company with client's contact details, description, and contract values (Attach signed appointment letters and/or purchase orders)

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.

| Specific Goals Categories (CSD will be used for verification)                                   | Number of Points (80/20 system)<br>20 Points breakdown |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1. 100% Black ownership                                                                         | 10                                                     |
| 2. 100% Women ownership                                                                         | 5                                                      |
| 3. Youth                                                                                        | 3                                                      |
| 4. Disability (Medical certificate will be used to verify the disability status of the bidder). | 2                                                      |

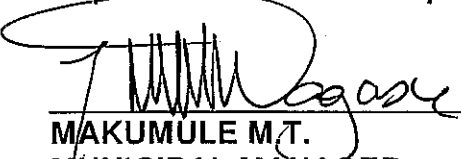
Sealed bid documents must be submitted in envelopes clearly indicating **"BID NUMBER AND DESCRIPTION"** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou**, by no later than **11:00 on, 14 March 2024**.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

**NB:**

*Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.*



MAKUMULE M.T.  
MUNICIPAL MANAGER

07/02/2024  
DATE

# REQUEST FOR QUOTATION FOR THE DEVELOPMENT OF A THULAMELA LOCAL MUNICIPALITY (LED) AGRICULTURE BROCHURE.

## 1. SCOPE OF WORK

Develop a Thulamela Municipality Local Economic Development agriculture magazine.

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Units            | Quantity | Rate | Amount |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|------|--------|
| <b>SPECIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |          |      |        |
| 1.1 A5 size                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |          |      |        |
| 1.2 Glossy paper                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  |          |      |        |
| 1.3 Full colour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |          |      |        |
| 1.4 50 pages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | No. of<br>copies | 100      |      |        |
| 1.5 100 copies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |          |      |        |
| 1.6 4CDs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |          |      |        |
| 1.7 The magazine must contain the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |          |      |        |
| <ul style="list-style-type: none"> <li>Agriculture Magazine must contain information, photographs and a map of Agricultural products, irrigation schemes, farms and agro-processing firms/products and a list of registered agriculture businesses, contact details and addresses from Thulamela Municipality. The magazine should also capture local, district municipal and provincial agriculture programs</li> </ul> <p>Location and co-ordinates must be available not to all but all big projects</p> |                  |          |      |        |
| 1.8 All content to be supplied by the service provider and verified by the municipality.                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |          |      |        |

**Notice No. 23/2022/2023ABC: REQUEST FOR QUOTATION FOR THE DEVELOPMENT  
OF A THULAMELA LOCAL MUNICIPALITY (LED) AGRICULTURE BROCHURE**

|                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <p><b>2. TIME FRAMES</b></p> <p>The magazine should be developed by end of March 2023 (four months period starting from December 2022 to March 2023)</p> <p><b>3. COPYRIGHT</b></p> <p>The magazine developed and the CDs remain the sole property of Thulamela Municipality. Information on CDs should be saved per chapter used to develop it will remain the sole property of Thulamela Municipality.</p> |  |  |  |  |
| <b>SUBTOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |
| <b>ADD 15% VAT</b>                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |
| <b>TOTAL AMOUNT</b>                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |

**PLEASE NOTE THAT ALL OF THE ABOVE IS SUBJECT TO MUNICIPAL APPROVAL BEFORE PRINTING COMMENCES, SAMPLE OF THE BROCHURE SHOULD BE SENT TO THE MUNICIPALITY BEFORE FINAL PRINTING FOR APPROVAL.**

The following is a statement of similar work executed by the company/ies in the last five (5) years:

| Employer, Contact person and telephone number | Description of contract | Value of work inclusive of VAT (Rand) if applicable | Date Completed |
|-----------------------------------------------|-------------------------|-----------------------------------------------------|----------------|
|                                               |                         |                                                     |                |
|                                               |                         |                                                     |                |
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