



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	10/2023/2024	CLOSING DATE:	15 AUGUST 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	SUPPLY AND DELIVERY OF 2024 A5,A4 DIARIES WALL CALENDARS,A2 DESK CALENDARS AND TENT CALENDARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
OLD AGRIVEN BUILDING					
THOHOYANDOU					
0950					
SUPPLIER INFORMATION					
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 CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	FINANCE		CONTACT PERSON	MR TSHILA NM	
CONTACT PERSON	MUDZILI TP		TELEPHONE NUMBER	015 962 7629	
TELEPHONE NUMBER	015 962 7629		FACSIMILE NUMBER		
FACSIMILE NUMBER	015 962 4020		E-MAIL ADDRESS		
E-MAIL ADDRESS	mudzilitp@thulamela.gov.za				



PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE**
- 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.

2. TAX COMPLIANCE REQUIREMENTS

- 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ 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:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....



THULAMELA MUNICIPALITY

INVITATION TO BID

SUPPLY AND DELIVERY OF 2024 A5,A4 DIARIES,WALL CALENDARS,A2 DESK CALENDARS AND TENT CALENDARS.

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

BID NUMBER	DESCRIPTIO N	NON- REFUNDAB LE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
NO: 10/2023/202 4	Supply and delivery of 2024 A5,A4 Diaries,wall calendars,A2 Desk calendars and tent calendars	R3.00 per page or can be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Tshiila NM. (015 962 7781) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system.

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 26 July 2023 or can alternatively be downloaded from Thulamela website (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.

*Bid No. 10/2023/2024: SUPPLY AND DELIVERY OF 2024 A5,A4 DIARIES,WALL
CALENDARS,A2 DESK CALENDARS AND TENT CALENDARS.*

- ❖ 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, descriptions, 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.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 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, 15 August 2023**.

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.

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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.



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MAKUMULE M.T.
MUNICIPAL MANAGER

21/07/2023

DATE

Bid No. 10/2023/2024: SUPPLY AND DELIVERY OF 2024 A5,A4 DIARIES, WALL CALENDARS,A2 DESK CALENDARS AND TENT CALENDARS.

SPECIFICATION: SUPPLY AND DELIVERY OF 2024 A5, A4 DIARIES, WALL CALENDARS, A2 DESK CALENDARS AND TENT CALENDARS.

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
750	A5 - DIARIES (235x165mm) Artwork is supplied in suitable digital file format. Executive 2 colour print book block 336 pages with padding and new velvet touch diamond covers. Including: new foiling block, set up cost and foiling of one logo(235x165mm)		
300	A4 – DIARIES (278 X 210 MM) Artwork is supplied in suitable digital file format. Executive 2 colour print book block 336 pages with padding and new velvet touch diamond covers. Including: new foiling block, set up cost and foiling of one logo (235 x165mm) Personalization per name.		
	<u>GENERAL SPECIFICATIONS FOR DIARIES</u> ➤ Business contact details, Mission, Vision and Motto of the Municipality with Council schedule of meeting. One page with Municipal Profile.		

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	➤ Suede Leather like material (Executive two tone (crushed smooth) stitched. ➤ One ribbon marker per diary ➤ Inspirational, Motivational, challenging, or humorous daily quotation in each page. ➤ Tip inn pages / inserts done in full colour and in double sides print. ➤ Cornered in gold. ➤ Foiled and paper. Colour choice: (Municipal Colours) Forest Green, Gold, Royal Blue, Dark Brown and Black.		
30 000	WALL CALENDARS 840x594mm Artwork is supplied in suitable digital file format. Printed 4 process colours front only on con art gloss,250gsm, white. Trimmed to size. Gold rimming top and bottom 594mm side. Hanging ribbon. 12 months view with business, contact details, physical address, Vision, Mission, Motto, EXCO and Council Meetings. Meeting schedule, Public Holidays, and School terms. Insert photos and pictures of our own choice.		

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3000	A2 DESK CALENDARS 12 diff leaves +backing board. 594x420mm Artwork supplied in a suitable digital format. Leaves (x12) Printed 4 process colours front only on laser preprint cartridge,100gsm, white (Matt). Backing board: De Halm board (600mic),369gsm, grey (not printed) Trimmed to size. Collate into sets. Pad at head to 600-micron board fit 2xPVC corners. 12 months view with business, contact details, physical address, Vision, Mission, Motto, EXCO and Council Meetings. Meeting schedule, Public Holidays, and School terms. Insert photos and pictures of our own choice.		
3000	TENT CALENDARS Paper Type:170 gsm with 350 unprinted bas board. Size:A5 Landscape(148x210mm)		

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	Sides -Double sided (6 Leaves) Wire color- Black /Silver 12 months view with Business, Contact Details, Physical Address, Vision, Mission, Motto, EXCO and Council Meetings. Meeting schedule, Public Holidays, and School terms. Insert photos and pictures of our own choice.		
SUB TOTAL			
VAT (15%)			
TOTAL			

PLEASE NOTE THAT ALL OF THE ABOVE IS SUBJECT TO MUNICIPAL APPROVAL BEFORE PRINTING COMMENCES. SAMPLE DIARY AND CALENDAR SHOULD BE SENT TO THE MUNICIPALITY BEFORE FINAL PRINTING.

Bid No. 10/2023/2024: SUPPLY AND DELIVERY OF 2024 A5,A4 DIARIES,WALL CALENDARS,A2 DESK CALENDARS AND TENT CALENDARS.