



MBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY

NOTICE NUMBER:	N27/2025/2026	CLOSING DATE:	18 JUNE 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	SUPPLY AND DELIVERY OF BANNERS/PROMOTIONAL MATERIALS				

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]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	MS RADZUMA MM
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7562
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	
FACSIMILE NUMBER	015 962 4020	E-MAIL ADDRESS	radzumamm@thulamela.gov.za
E-MAIL ADDRESS	mudziliip@thulamela.gov.za		



PART B TERMS AND CONDITIONS FOR BIDDING

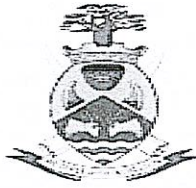
1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY 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)? <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

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

Notice Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
No.: N27/2025 /2026	Supply and delivery of banners/promotional materials	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Ms Radzuma M.M. (015 962 7562) 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) as from **09 June 2026 until 18 June 2026 at a non-refundable bid price of R4.00 per page.** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The bidders should also download SCM forms that are found in the Document **SCM-FORMS** 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.

NOTICE NUMBER N27/2025/2026: SUPPLY AND DELIVERY OF BANNERS/PROMOTIONAL MATERIALS

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.**
- ❖ **Bidders must submit proof that municipal rates and taxes for both the company and its director(s) are not in arrears for more than three (3) months, and such proof must not be older than three (3) months from the date of advertisement. Where the business operates from leased premises, a valid lease agreement must be attached. Where a director does not own property or is renting, a valid lease agreement must also be provided. If the bidder resides or operates in an area where municipal services are not billed, an official signed and stamped letter from the relevant local municipality, not older than three (3) months from the date of advertisement, must be submitted confirming that the area is not subject to municipal billing and that the bidder is formally exempt from municipal service charges.**

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) 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 **11h00 on, 18 June 2026**.

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.



**Mr. SIGIDI KTM
MUNICIPAL MANAGER**

08.06.2026

DATE

NOTICE No. N05/2025/2026A: SUPPLY AND DELIVERY OF BANNERS/PROMOTIONAL MATERIALS

All materials supplied shall comply with relevant SANS standards and shall be of approved quality suitable for commercial purpose and use.

QUAN TITY	ITEM	SPECIFICATION	UNIT PRICE	AMOUNT
1000	Branded File Folders	<p>1. Materials</p> <ul style="list-style-type: none">* High-quality hardcover or semi-rigid board material* Durable laminated finish* Professional executive quality suitable for municipal use <p>2. Size</p> <ul style="list-style-type: none">* A4 size capacity* Suitable for storing standard A4 documents <p>3. Branding Requirements</p> <p>The file folders must include:</p> <ul style="list-style-type: none">* Thulamela Local Municipality official logo* Municipal corporate colours (green and gold)* South African flag element* Municipal slogan: "We serve with dedication"* Official municipal contact details <p>4. Design Features</p>		

		<ul style="list-style-type: none"> * Front cover full-colour branding * Professional executive design finish * Inner document pockets on both sides * Business card holder slot * Pen holder loop * Strong fold and binding structure <p>5. Printing</p> <ul style="list-style-type: none"> * Full-colour high-resolution printing * Scratch-resistant laminated finish * Premium print quality <p>6. Colour Scheme</p> <ul style="list-style-type: none"> * Green and gold municipal corporate identity colours * White background optional depending on final approved design <p>7. Quantity</p> <ul style="list-style-type: none"> * Quantity to be determined based on departmental needs and budget availability <p>8. Delivery Requirements</p>		
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		<ul style="list-style-type: none"> * Supplier to provide design mock-up for approval before production * All items to be delivered fully assembled and packaged * Delivery to Thulamela Local Municipality Head Office 		
250	CORPORATE IDENTITY DOOR NAME TAGS	<ul style="list-style-type: none"> * Premium quality office door name tags. * Aluminium or acrylic material with durable finish. * Branded in accordance with Thulamela Local Municipality corporate identity colours and standards. * Mounted with stainless steel holders or strong adhesive fittings. * Suitable for office doors, departments, boardrooms, and service points. * Customizable inserts for office names, departments, and employee titles. * Professional indoor office finish. * Easy-to-read lettering with UV-resistant printing. * Size: Standard office door size (approximately 300mm x 100mm or equivalent). 		

		<ul style="list-style-type: none"> * Colour theme: Thulamela green, gold, white, and black corporate identity colours. * Scratch-resistant and easy-to-clean surface. 		
50	GOLD FINISH PHOTO FRAMES	<ul style="list-style-type: none"> * Premium gold finish decorative photo frames. * Elegant executive office design suitable for municipal offices and ceremonial displays. * Durable metal, aluminium, or high-quality synthetic frame construction. * Glass or high-clear acrylic front cover protection. * Wall-mountable and table-standing options. * Suitable for official portraits, leadership displays, and recognition photographs. * Anti-fade and moisture-resistant finish. * Professional polished gold appearance. * Sizes required: * A4,A3, A2 * Strong rear support and secure locking clips. * Suitable for indoor professional office environment. 		
6	SHOCKPRO OF / DROP-	<ul style="list-style-type: none"> * Portable external hard drive. * Storage capacity: 		

	<p>RESISTANT EXTERNAL HARD DRIVE</p>	<ul style="list-style-type: none"> * Minimum 2TB or higher. * Shockproof and drop-resistant protective casing. * Water-resistant and dust-resistant outer protection. * High-speed data transfer capability. * USB 3.0 / USB-C compatible. * Compatible with Windows and Mac operating systems. * Suitable for storage of videos, photographs, municipal presentations, documents, and multimedia files. * Compact and lightweight portable design. * LED activity indicator. * Durable rubberised protective outer casing. * Plug-and-play functionality. * Carry pouch or protective case included. 		
<p>6</p>	<p>TYPE-C USB CABLES</p>	<ul style="list-style-type: none"> * High-quality Type-C USB charging and data transfer cables. * Fast charging capability. * High-speed data transfer support. * Durable braided or reinforced cable material. 		

		<ul style="list-style-type: none"> * Compatible with smartphones, tablets, cameras, laptops, and other USB-C devices. * Cable length: * Minimum 1 metre. * Strong connector heads with reinforced joints. * Suitable for daily office and fieldwork use. * Compatible with USB adapters and power banks. * Black or corporate neutral colour preferred. * Heat-resistant and anti-break design 		
8	SOUTH AFRICAN FLAG	<p>The flag contains the following</p> <p>1.colours:</p> <ul style="list-style-type: none"> •Black •Green •Yellow •White •Red •Blue <p>2. Flag Design Layout</p> <ul style="list-style-type: none"> •A horizontal “Y” shape (green band) from the hoist side •Black triangle on the left side •Yellow outline separating black and green 		

		<ul style="list-style-type: none"> •Red upper band• Blue lower band •White separation lines for balance. <p>3. Standard Indoor Size (Office Use)</p> <ul style="list-style-type: none"> •1500 mm × 1000 mm •Ratio: 2:3 (official proportion) <p>4. Material</p> <ul style="list-style-type: none"> •Satin or high-quality polyester (gloss finish for indoor use) •Printed or stitched version (stitched is more formal) <p>5. Indoor Mounting</p> <ul style="list-style-type: none"> •Chrome or aluminium pole •Gold/silver spear tip (finial) •Weighted round or square base for stability 		
25	SNAPPER	- A1 Size - 584 x 840 mm		
25	FRAMES	- A2 Size - 420 x 584mm		
25		- A3 Size - 297 x 420mm		
25		- A4 Size - 210 x 297mm		
1	BRANDED GAZEBO	White colour background with multiple logo and Thulamela Municipality printed under logo		
6	BRANDED TABLE-CLOTH	Multiple logo and Thulamela Municipality printed under logo		

2	BLACK EXHIBITION TABLES	6 seater folding rectangular tables		
2	PULL UPS BANNERS	Pull up banners stand design Multiple logo and Thulamela Municipality printed under logo		
2	GOLD FLOOR DISPLAY EASEL STAND	<p>The easel stand shall be freestanding, durable, elegant in appearance, and suitable for indoor professional use.</p> <p>2. Material</p> <ul style="list-style-type: none"> * Heavy-duty metal / wrought iron construction * Powder-coated or electroplated finish * Rust-resistant and corrosion-resistant material * Smooth polished finish with no sharp edges <p>3. Colour and Finish</p> <ul style="list-style-type: none"> * Premium Gold Finish * Scratch-resistant coating * Elegant decorative appearance suitable for formal events <p>4. Dimensions</p> <ul style="list-style-type: none"> * Overall Height: 1500mm – 1700mm * Base Width: Minimum 450mm 		

		<p>* Display Support Depth: 80mm – 120mm</p> <p>5. Design Requirements</p> <p>The stand must:</p> <ul style="list-style-type: none"> * Be freestanding and stable * Have decorative ornamental scroll design * Include reinforced support brackets * Have non-slip protective feet * Be lightweight for easy transportation * Be foldable or detachable for storage and transport (preferred) <p>6. Display Capacity</p> <p>The easel stand must support:</p> <ul style="list-style-type: none"> * Portrait frames * Foam boards * Mounted artwork * Welcome boards * Display signage <p>Supported sizes:</p> <ul style="list-style-type: none"> * A2 * A1 * 600mm × 900mm boards <p>Minimum load capacity:</p>		
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		<p>* 5kg – 10kg</p> <p>7. Usage</p> <p>Suitable for:</p> <ul style="list-style-type: none"> * Municipal ceremonies * Retirement functions * Official portrait displays * Conferences and exhibitions * Wedding and memorial displays * Indoor promotional events <p>8. Accessories</p> <p>The following should be included:</p> <ul style="list-style-type: none"> * Support brackets/clips * Protective rubber grips * Assembly accessories where applicable <p>Optional:</p> <ul style="list-style-type: none"> * Carry/storage bag <p>9. Assembly</p> <ul style="list-style-type: none"> * Delivered fully assembled or with easy assembly instructions * Assembly hardware included <p>11. Compliance</p> <p>The product supplied must:</p> <ul style="list-style-type: none"> * Be new and unused 		
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		<p>* Be free from defects</p> <p>* Meet standard indoor display and exhibition quality requirements</p>		
3	Magazines Racks	<p>Material Metal,Black</p> <p>Special feature Mobile with Braking Wheels</p> <p>Shelf type Tiered Shelf</p> <p>Number of shelves 4</p> <p>LARGE CAPACITY: Equipped with 4 large-capacity shelves, each capable of holding 3 A4-</p>		
SUB TOTAL				
VAT @ 15%				
TOTAL				

PLEASE NOTE THAT ALL THE ABOVE IS SUBJECTED TO MUNICIPAL APPROVAL BEFORE PRINTING COMMENCE. SAMPLE SHOULD BE SENT TO THE MUNICIPALITY FOR APPROVAL BEFORE FINAL PRINTING.