



MBD1

PART A INVITATION TO BID

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

| | | | | | |
|----------------|--|---------------|------------------|---------------|----------|
| NOTICE NUMBER: | N10/2025/2026 | CLOSING DATE: | 12 DECEMBER 2025 | CLOSING TIME: | 11:00 AM |
| DESCRIPTION | SUPPLY AND DELIVERY OF 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] |
|--|--|--|--|

| | |
|-------------------------------|-----------------|
| 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 MALALA NK |
| CONTACT PERSON | MR MUDZILI TP | TELEPHONE NUMBER | 015 962 7615 |
| TELEPHONE NUMBER | 015 962 7629 | FACSIMILE NUMBER | |
| FACSIMILE NUMBER | MudziliTP@thulamela.gov.za | E-MAIL ADDRESS | malalank@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

SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS

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

| Notice Number | Description | Non-Refundable Bid Price | Contact Person | Evaluation Criteria |
|----------------------|--|--|---|---------------------------------|
| NO: N10/2025/2026 | Supply and delivery of promotional materials | R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free | Mr Malala N.K. (015 962 7615) 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 **03 December 2025 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.

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 that municipal rates & taxes that are not in arrears for more than 3 months for both company and director(s) (Proof must not be older than 3 months old from the date of the advert / letter from the municipality not older than 3 months from the date of the advert, if the business is operating in rural arrears where municipal rates and taxes are not levied; NB: Where the business operates in a leased property, please attach a lease agreement. Where the director does not own any property or is renting or is residing with family or friends etc., the owner of the property should provide a letter confirming ownership of the property and that the director is currently residing with them and attach municipal rates and taxes of the owner of the property or the valid signed and stamped municipal proof of resident document and in both cases attach municipal rates and taxes of the owner of the property (not older than three months).**

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, 12 December 2025**.

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.



MATSHIVHA M.M.

ACTING MUNICIPAL MANAGER



DATE

NOTICE NUMBER N10/2025/2026: SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS

| QUANTITY | ITEM | DESCRIPTION | UNIT PRICE | AMOUNT |
|---------------------|--|--|------------|--------|
| 5 | Aluminum frames (wall banner stands)3m wide and 2.25 mm high | Aluminum frames (wall banner stands)3m wide and 2.25 mm high | | |
| 5 | Pull-up banner | Printing details: White colour background With multiple municipal logo and Thulamela municipality printed under logo | | |
| 5 | Telescopic flying banner | Printing details: White colour background With multiple municipal logo and Thulamela municipality printed under logo | | |
| 3 | Gazebo 3mx3m | Printing details: White colour background With multiple municipal logo and Thulamela municipality printed under logo | | |
| Sub-Total | | | | |
| Add VAT @15% | | | | |
| Total | | | | |