



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	14/2026/2027	CLOSING DATE:	26 AUGUST 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	SUPPLY, AND DELIVERY OF 2027 A4, A5 DIARIES, WALL, A2 DESK 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 TSHILLA NM	
CONTACT PERSON	MUDZILI TP		TELEPHONE NUMBER	083 256 8537	
TELEPHONE NUMBER	015 962 7629		FACSIMILE NUMBER		
FACSIMILE NUMBER	015 962 7718		E-MAIL ADDRESS	tshillanm@thulamela.gov.za	
E-MAIL ADDRESS	mudzilip@thulamela.gov.za				



MBD1

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:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA MUNICIPALITY

Civic Centre,
Old Agriven Building,
Private Bag X5066
Thohoyandou, 0950
Limpopo Province
Tel: (015) 962 7500
Fax: (015) 962 4020
(015) 962 5328

INVITATION TO BID

Thulamela Local Municipality hereby invites suitably qualified, experienced, and capable service providers to submit bids for the **Supply, and Delivery of 2027 A4, A5 Diaries, Wall, A2 Desk and Tent Calendars.**

Bid Number	Project Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
No.:14/2026 /2027	Supply, and Delivery of 2027 A4, A5 Diaries, Wall, A2 Desk and Tent Calendars.	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Tshilla NM (083 256 8537) 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 R4.00 per page** as from **07 August 2026 to 26 August 2026** 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 Documents **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
- In case of a joint venture (JV), a signed JV agreement must be submitted
- 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 closing 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 exempted from municipal service charges.
- List of Supply, and Delivery of Diaries, Calendars successfully 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 as per the advert and bid document.**

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, 26 August 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.

SIGIDI KTM
MUNICIPAL MANAGER

Ad designed by Zodi News NPC



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INVITATION TO BID

Thulamela Local Municipality hereby invites suitably qualified, experienced, and capable service providers to submit bids for the **Supply, and Delivery of A4 news booklets**

Bid Number	Project Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
No.:15/2026 /2027	Supply, and Delivery of A4, newsletter booklets	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Tshilla NM (083 256 8537) 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 R4.00 per page** as from **07 August 2026 to 26 August 2026** 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 Documents **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
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THULAMELA LOCAL MUNICIPALITY

INVITATION TO BID

Thulamela Local Municipality hereby invites suitably qualified, experienced, and capable service providers to submit bids for the **Supply, and Delivery of 2027 A4, A5 Diaries, Wall, A2 Desk and Tent Calendars.**

Bid Number	Project Description	Contact Person	Non-Refundable Bid Price	Evaluation Criteria
14/2026/2027	Supply, and Delivery of 2027 A4, A5 Diaries, Wall, A2 Desk and Tent Calendars.	Mr Tshilla NM (083 256 8537) and/or Mr Mudzili T.P. (015 962 7629)	R4.00 per page page or can be downloaded from Thulamela website www.thulamela.gov.za for free	80/20 preference points system.

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BID NUMBER 14/2026/2027: SUPPLY, AND DELIVERY OF 2027 A4, A5 DIARIES, WALL, A2 DESK AND TENT CALENDARS

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

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- ❖ **Company registration documents (e.g., CK)**
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- ❖ **In case of a joint venture (JV), a signed JV agreement must be submitted**
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MUNICIPAL MANAGER


DATE

SPECIFICATION: SUPPLY AND DELIVERY OF 2027 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. ➤ 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	A1 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.		
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) 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.

The following is a statement of similar projects executed by the company/ies in the last TEN (10) years:

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