

21 June 2018

**QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEMS THAT COULD BE ABOVE R 30 000.00**

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED **“SUPPLY & DELIVERY OF PROMOTIONAL MATERIAL FOR LIBRARIES: COMMUNITY SERVICES”** TO THE QUOTATION BOX SITUATED AT:

SUPPLY CHAIN MANAGEMENT OFFICES (LESEDI)  
C/O DU PREEZ AND HF VERWORD STREETS  
HEIDELBERG  
1441

ALL ENQUIRIES REGARDING THE PROCEDURE SHOULD BE REFERRED TO SIBULELO NXATHI @ 016 4920202 AND OR MARIANNE SNYMAN @ (016) 492 0050 WITH REGARDS TO TECHNICAL INFORMATION.

DEPARTMENT: COMMUNITY SERVICES  
CLOSING DATE: 29 JUNE 2018 AT 12H00.

**SPECIFICATIONS: SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL FOR MANDELA DAY:**

15 x Pop-up banners with executive system

- 2000mm x 800mm
- supporting pole
- Non-curl PVC
- print (logo and photos of individual libraries, hours etc.) (Will be provided)
- Carry bag for banner

2500 x Non-woven All In One Conference Tote Bags

- Size 350(w) 380(h) 10(d)
- Branding Area 250(w) 150(h)
- Screen printing up to 4 colours
- 5 Variants (Toddlers; Junior; Teens; Adults and Pensioners)
- 5 Colours ( 500 ea Primary Colours)
- Mandela Quotes (Will be provided)

33 x A1 Coloured Posters

- Laminated
- “Life of Mandela

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black People		
Black people who are youth		
Black people who are youth		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are veterans		

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

The following documents must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original valid tax clearance certificate
- Forms listed below ( MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9)
- Latest municipal account
- CSD Report

**EVALUATION CRITERIA:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD1, MBD 2, MBD 4, MBD 6.1, MBD 8 and the Clearance Certificate for Water and Lights. The MBD forms are available at from Ms Sibulelo Nxathi or is can be downloaded from our website: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) and should be scrutinized, completed and submitted together with your quotation. MBD forms and the Clearance Certificate for Water and Lights must be fully completed and signed. Bids completed in pencil and the use of tippex will be regarded as invalid bids. All objections and complaints must be lodged within 14 days and in writing to the Municipal Manager's office.

Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.

All bidders must ensure that they are registered on the National Treasury Central Supplier Data Base via the following: [business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not registered on this database