



# SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

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 ITEM/S THAT COULD BE ABOVE R30 000.00 UP TO A TRANSACTION VALUE OF R200 000.00(INCLUDING VAT).

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "SUPPLY & DELIVERY OF NEW BRANDING MATERIAL 2015/16"

TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)  
C/O LOUW AND HF VERWOERD STREET  
HEIDELBERG  
1438

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO ARTHUR THOKOANE 016 492 0054 AND MS SIBULELO NXATHI @ 016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: CORPORATE SERVICES

CLOSING DATE: 05 APRIL 2016@12H00

## SPECS FOR THE NEW BRANDING MATERIAL\_2015/16

### TELESCOPIC BANNER

Quantity x 8

- 4m
- With telescopic T-bar's
- Colour: White
- Branding: Full logo colour branding (corporate)

### EXCLUSIVE DELUXE SPRING ROLLER

Quantity x 16

- 2.1x0.5m x4  
Each with full colour logo + slogan and the other with logo + institution's mission and vision + website & Social Media

### WALL BACK DROP BANNER

Quantity x 2

- 3.0x2.25m
- Fabric print on thick aluminium frame with non-rusty nylon joints
- Colour: White
- Branding: Full colour duplicated logo branding (corporate)
- + website & Social Media
- 3.0x2.25m thick aluminium frame only

### A-FRAME BANNER

Quantity x 1

- 3.0 x 1.0m



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- Fabric print on aluminium A-Frame
- Colour: White
- Branding: Full colour logo + institution slogan branding (corporate)
- + website & Social Media

## POP UP BANNER

Quantity x 2

- 2m
- Full colour logo with institution vision
- Fabric print on easily foldable flexible frame

## PULPIT / PODIUM

Quantity x1

- Plastic transparent glass finish
- Single shelf compartment
- POD 017 or POD 005; (Pulpit SA codes)

## GAZEBO

Quantity x 1

- 3x3m
- Branding: Full colour logo, contact numbers and website
- Aluminium frame, easy to assemble structure
- On fabric print

**NB: ALL ARTWORKS FOR ALL BRANDING WILL BE PROVIDED, THOUGH MINOR CHANGES MAY BE MADE AS PER COMMUNICATIONS UNIT BRIEFING.**

### **N.B. NO PAYMENT SHALL BE DONE FOR ANY DEVIATION**

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

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

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

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

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

- Original tax clearance certificate
- Forms listed below ( MBD2,MBD4,MBD6.1,MBD8,MBD9,Clearance Certificate for Water and Lights)
- Latest municipal account

**All bidders who are not submitting and original or certified copy of their B-BBEE Certificate will only be evaluated on price.**

**Evaluation Criteria:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD2,MBD4,MBD6.1,MBD8,MBD9 and Clearance Certificate for Water can be downloaded from our website: [www.lesedilm.gov.za/key\\_documents\\_bidding.php](http://www.lesedilm.gov.za/key_documents_bidding.php) and should be scrutinized,



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completed and submitted together with your quotation. All these documents must be completed in full and the use of tippex and pencil is strictly prohibited. Failure to comply with this will be resulted in your bid been disqualified.

**NB:** Bidders who are not registered on the Lesedi Local Municipality's database should make sure that they fill in the application form and submit it as part of their bids.

Isaac Rampedi  
Acting Municipal Manager

18/03/2016  
Date