



REQUEST FOR QUOTATIONS

Notice No: 2021-2022-69

Quotations are hereby invited from suitably experienced Service Providers for the project stated below:

DESCRIPTION	ADVERTISING DATE	CLOSING DATE AND TIME
DESIGN, LAYOUT & PRINTING AND SUPPLY OF INFORMATION PAMPHLETS.	12 OCTOBER 2021	20 OCTOBER @10h00

Detailed specifications and evaluation criteria are detailed in the quotation document which is obtainable from the Municipal website as from **14 OCTOBER 2021**. **Opening of the bids will be under minimum requirements of the Covid-19 restrictions also no bidder with no face mask will be allowed.**

1. Notes to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)

All bids submitted should remain valid for a period of 60 days after the bid closing date.

Any incomplete section not full sign will result your bid invalid.

1.1 Municipal clearance certificate certifying that no municipal rates and service charges owed by the bidder and any of its directors to Matatiele Municipality or to any other municipality where the bidder's business operations are located are in arrears for more than three months. If you don't pay rates you must submit both affidavit and Proof of residence from Ward Councillor, If you submit one of the two required (bidder and its directors) you will be disqualified.

1.2 Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor or a Sworn Affidavit, Failure to submit will result in zero points score for BBBEE status level

1.3 Copies of ID Documents and all submitted certificates must be certified

1.4 Authority to sign section must be signed and completed in full.

1.5 The bid will be evaluated according to the preferential procurement model in the Preferential Procurement the bidders' attention is drawn to Form MBD6.1. Must be completed in full.

1.6 Company profile with traceable references

1.7 All bidders should complete MBD 1, MBD 2, MBD 4, MBD 8, MBD 9, Ethics Commitment For Suppliers Of Matatiele Local Municipality.

1.8 Please note that if the Bid Document is electronically completed will be disqualified.

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.

2. Bids received after the published closing date will not be considered and will not be opened

3. All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to business with all organs of state in the Republic of South Africa

4. Bidders are warned not to accept any person who request any amount for award for this bid, it is a scam and fraud, that person must be reported to the nearest police station.

5. The Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2017), as well as the Matatiele Local Municipality's Supply Chain Management policy. 80/20 preference point system will be used. The bids will be evaluated in one stages, namely:

- Stage 1-Price and BBBEE Points

Price (80)

BBBEE Points (20)

6. Bids must be submitted in a sealed envelope clearly marked “**(DESIGN, LAYOUT & PRINTING AND SUPPLY OF INFORMATION PAMPHLETS.) Notice No: 2021/2022-69**” must be deposited in the Bid Box located at the New Budget and Treasury Offices, Mountain View, Matatiele 4730.

7. Matatiele Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the Bid in whole or part, at the rates quoted and also Matatiele Local Municipality may not appoint one service provider for more than one similar bids advertised and or evaluated on the same date, for the fair distribution of jobs to service providers

8. Technical enquiries should be directed to **Mr L Walaza (Acting Manager: Communications and SPU)** at **LWalaza@matatiele.gov.za** and SCM enquiries to **Mr S Fokazi (Acting Manager: SCM and Fleet)** at **SFokazi@matatiele.gov.za** during office hours.

MR. L. MATIWANE
MUNICIPAL MANAGER