

**MATATIELE LOCAL MUNICIPALITY
REQUEST FOR QUOTATIONS**

ADVERTISED ON:	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE.		
TENDER DESCRIPTION		NOTICE NO.	
DESIGN, LAYOUT, TRANSLATION, PRINTING & DELIVERY OF THE MUNICIPAL PUBLICATIONS		2025/2026-55	
PUBLISHED DATE:	11/11/2025	CLOSING DATE:	18/11/2025
CLOSING TIME:	10h00: Tenders will be opened immediately thereafter, in public at Matatiele Local Municipality Mountain View BTO Offices R56		
AVAILABILITY OF TENDER DOCUMENTS			
Bid Documents will be available on Municipal Website as from 12 November 2025			
TENDER SUBMISSION RULES:			
- Tenders must be completed in accordance with the tender conditions and tender rules contained in the tender document. - The tender document and compulsory attachments/supporting documents must be placed in a sealed envelope and externally endorsed with: Tender Number; Description and Closing Date of the Tender. - Tender documents must only be submitted on the tender document issued by Matatiele Local Municipality - Tender documents must be completed in black ink only and do not re-type the document when filling it.			
MANDATORY DOCUMENTS- FAILURE TO SUBMIT ANYONE OF THEM WILL INVALIDATE YOUR TENDER OFFER.			
- Proof of Central Supplier Database (CSD) registration- report printed - Complete MBD 3.3, 4, 6.1,8 & 9 Forms and its Annexures in full as attached in tender document - Ethics Commitment Form - Authority to sign Form Prices quoted must be firm and must be inclusive of <u>VAT</u> - Joint Ventures Agreement signed by all parties involved.			
- Tenders will be evaluated in terms of Matatiele Local Municipality Supply Chain Management - Policy Preferential Procurement Policy Framework Act No.5 of 2000 - Section 217 of the Constitution Act No 108 of 1996			
EVALUATION CRITERIA			
The Bids will be evaluated based on the Preferential Procurement Policy Framework Act is 80/20 in line with the Preferential Procurement Policy Framework Act (PPPFA) of November 2022			
Only competent bidders who are competent in the advertised work and who have exceeded the minimum functionality threshold will be two phases Phase 1= Functionality=100 Points and Phase 2= is 80/20 in line with the Preferential Procurement Policy Framework Act (PPPFA) as amended 16 January 2023. Only bidders who obtain 80 points as a minimum functionality threshold will be evaluated further on 80/20.			
Points for functionality will be scored according to the table below: Detailed sub-criterions are contained in the tender document and are binding:			
Functionality Criteria		Points	
Personnel		40	
Company Experience		60	
Total		100	



80/20 Evaluation Criteria

Preferential Goals	80/20	Documents required for verification
Maximum Points	20	
Goal 1- Ownership (Historically Disadvantaged Individuals-HDI)	6	ID Copy of the owner/director and CSD
Goal 2- Youth Ownership 14-35 Years (MLM Enterprises)	6	CSD, • Proof of municipal accounts or •Proof of residence signed by ward councillor or •Affidavit
Goal 3- Women Ownership	4	ID Copy of the owner/director and CSD
Goal 4-Disability Ownership	2	ID Copy of the owner/director and CSD
Goal 5-Rural Enterprises	2	CSD, • Proof of municipal accounts or •Proof of residence signed by ward councillor or •Affidavit
Tender Price	80	
TOTAL	100 POINTS	

TENDER ENQUIRIES

All SCM enquiries relating to this bid must be directed to Ms M. Sabasaba, e-mail: MSabasaba@matatiele.gov.za during office hours (07h30 – 16h00) weekdays. All Technical enquiries relating to this bid must be directed to Mr. N. Masumpa, e-mail: NMasumpa@matatiele.gov.za during office hours

TENDER DISCLAIMER

The Matatiele Local Municipality reserves the right not to appoint a contractor on highest points scored. Value for money, past experience and functionality will be the key determinants of appointment. *The Municipality will not make any award to a person or persons working for the state or failing to possess relevant credentials as stipulated in the tender requirements.*

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



Mr L.Matiwane
Municipal Manager

Where Nature, Agriculture, Tourism are Investments of Choice

Electoral Services Fire and Safety Finance Office Health Services and Facilities Information and Communication Technology Labour Relations Legal Services Logistics Planning and Development Public Works Social Services Training and Development Treasury Urban and Rural Development Water Youth Development

