



SUPPLY CHAIN MANAGEMENT OFFICE

PUBLIC NOTICE	SCM 037/2022/2023	DATE	02/03/2023
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MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR DESIGN AND PRINTING OF MKLM NEWSLETTER X4 EDITIONS

THE APPOINTED SERVICE PROVIDER IS EXPECTED TO DELIVER ACCORDING TO THE FOLLOWING SPECIFICATIONS:

Design and Printing of 16 Pages, A4 size, Full Colour, 80gsm, Gloss and Printing of 1000 copies per edition (X 4 Editions) i.e.

April – June 2023 Edition

July-September 2023 Edition

October-December 2023 Edition

January-March 2024 Edition

FUNCTIONALITY CRITERIA

CRITERIA	REQUIRED DOCUMENT	MAXIMUM POINTS OBTAINABLE
Key Personnel: Graphic Designer	Attach CV, Certified ID Copy and Certificates	20
Company Experience in Graphic Designing and Printing Similar Projects Concluded: 3 proper completed projects = 30 points 2 proper Completed projects = 20 points 1 Similar project = 10	Attach Orders or appointment letters for work done in Graphic designing	30
Total		50
Bidders must score a minimum of 30 points to be evaluated further.		

MKLM plans to address socio-economic issues (with specifics on numbers to be achieved) which include:

1. Maximisation of job opportunities (labour histograms);
2. Creation of opportunities and meaningful involvement of local SMMEs;
3. Proof of office locality (e.g. municipal account, title deed, and lease agreement etc. must be attached

Bids will be evaluated and adjudicated in accordance with the following legislation:

1. The municipal Finance Management Act
2. Supply Chain Management Policy of MKLM
3. PPPFA and associated regulations
4. Procurement regulations 2022
5. 80/20 preference point system will be applied to this bid.
 - 80 points will be for bid amount
 - 20 points will be for specific goals

SPECIFIC GOAL	NUMBER OF POINTS	PROOF OF CLAIM
Locality	10	Office address on the company registration document issued by CIPC
Moses Kotane Local Municipality	7	
Bojanala District	2	
North West	1	
Outside North West Province	0	
Youth (18-35 years)	5	Certified identity document
Woman	3	Certified identity document
Disabled people	2	Full CSD Report (Not summary)



*******IMPORTANT NOTE.**

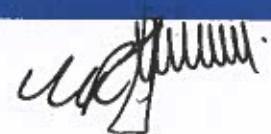
THE FOLLOWING COMPULSORY RETURNABLE DOCUMENTS MUST BE SUBMITTED TOGETHER WITH A QUOTATION. NONE SUBMISSION OF THESE DOCUMENTS WILL INVALIDATE YOUR QUOTATION.

COMPULSORY LIST OF RETURNABLE DOCUMENTS

1. Fully Completed MBD 4 – Declaration of interest form – obtainable from SCM office / rates hall / municipal website
2. Fully Completed MBD 9 – Certificate of independent Bid Determination – Obtainable from SCM office / rates hall / municipal website
3. Certified Green Bar Coded ID or Smart Card of company directors/Members/Owner
4. Tax Clearance certificate/ Tax Pin
5. Central Suppliers Database registration report (CSD)
6. Company Registration Certificate (except for Sole Proprietors)
7. Current Statement of municipal account (rates and taxes) not older than 3 months
- 10.1 Provide an affidavit of the account holder in a case where a bidder is working from home If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.
11. Provide affidavit from South African Police (SAPS) and Proof of residence if you reside in a village where you do not pay rates and taxes **“stating that you do not pay rates and taxes of the-company and you are working from home”**
- 11.1 If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.
12. Current statement of Municipal account(rates and taxes)not in Arrears for the period of over three months, proof of residence for directors/members of the company or close corporation and affidavit stating that you work from home and you are not paying rates and taxes of the company.

NB: COPIES OF CERTIFIED COPIES WILL NOT BE ACCEPTED.

NB: IF RATES AND TAXES ARE IN ARREAS FOR MORE THAN 90 DAYS, BIDDERS WILL BE DISQUALIFIED. IT IS THE RESPONSIBILITY OF THE BIDDER TO PROOF THAT NEITHER THE ENTITY/COMPANY NOR ITS DIRECTORS (IN THEIR INDIVIDUAL CAPACITY) DO NOT OWE MUNICIPAL RATES AND TAXES.



Enquiries: Seageng Marule
 Tel: 014 555 1313
 Fax: 014 555 6368
 E-mail: SLetsholo@moseskotane.gov.za



MOSES KOTANE
 LOCAL MUNICIPALITY

Quotations can be marked for the attention of the Municipal Manager,

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“SCM...../2022/2023-DESIGN AND PRINTING OF MKLM NEWSLETTER X4 EDITIONS and deposited in the Tender box situated at Civic Centre, Rates Hall.

CLOSING DATE	10 March 2023
TIME	10H00

- The municipality reserves the right to negotiate conditions and requirements with the successful bidder and is not obliged to appoint the lowest or any proposal submitted.
- Quotations received after the closing date and time will not be accepted.

Enquiries can be directed as follows		
Specifications	Mr S. Marule	014 555 1313
Enquiries	Mr S. Mogae	083 375 3424
Procurement	Mr K. Segwe	014 555 1437/1313
Enquiries		

Acting

Mr. M. Letsoalo
 MUNICIPAL MANAGER

