



**SUPPLY CHAIN MANAGEMENT OFFICE**

<b>PUBLIC NOTICE</b>	<b>SCM.013/2021/2022</b>	<b>DATE</b>	14/10/2021
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**MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR DESIGN AND PRINTING OF MKLM NEWSLETTERS X4 EDITIONS**

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

DESCRIPTION	QUANTITY
Design and Printing <ul style="list-style-type: none"> <li>• 16 pages</li> <li>• A4 size</li> <li>• Full colour</li> <li>• 80 GSM Gloss</li> </ul>	1000 copies each edition
<ul style="list-style-type: none"> <li>• October- December 2021 (1<sup>st</sup> Edition)</li> <li>• January –March 2022(2<sup>nd</sup> Edition)</li> <li>• April-June 2022 (3<sup>rd</sup> Edition)</li> <li>• July –September 2022 (4<sup>th</sup> Edition)</li> </ul>	4 Editions

**FUNCTIONALITY:**

CRITERIA	REQUIRED DOCUMENT	MAXIMUM POINTS OBTAINABLE
Key personnel Graphic Designer	Attach CV, certified ID copy and relevant qualification (related to Graphic Designing )	20
Company experience in Graphic Designing and printing:  Similar projects conducted 3 similar completed projects = 30 2 similar completed projects = 20 1 similar completed project = 10	Attach orders or appointment letters work done in graphic designing	30
<b>TOTAL</b>		<b>50</b>
All bidders who score minimum of <b>30 points</b> will be considered for further evaluation		

*Handwritten signature and initials*



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:

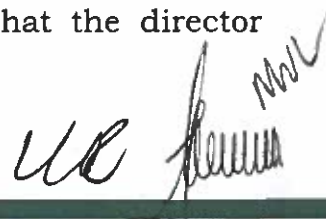
1. The municipal Finance Management Act
2. Supply Chain Management Policy of MKLM
3. PPPFA and associated regulations
4. 80/20 preference point system will be applied to this bid.

**\*\*\*\*\*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. Valid BBB-EE Certificate/Sworn affidavit – no certificate attached, no points
4. Certified Green Bar Coded ID or Smart Card of company directors/Members/Owner
5. Tax Clearance certificate/Tax pin number
6. Central Suppliers Database registration report (CSD)
7. Company Registration Certificate (except for Sole Proprietors)
8. Current Statement of municipal account (rates and taxes) not older than 3 months.
  - 8.1 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.



9. 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”
  - 9.1 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.
10. 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**

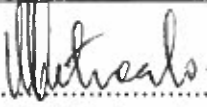
**NB: IF RATES AND TAXES ARE IN ARREAS FOR MORE THAN 90 DAYS, BIDDERS WILL BE DISQUALIFIED.IT IS THE RESPONSIBILITY OF THE BIDDER TO PROOF THAT NEITHER THE ENTITY/COMPANY NOR ITS DIRECTORS (IN THEIR INDIVIDUAL CAPACITY) DO NOT OWE MUNICIPAL RATES AND TAXES**

Quotations can be marked for the attention of the Municipal Manager, “SCM.013./2021/2022–QUOTATIONS FOR DESIGN AND PRINTING OF MKLM NEWSLETTERS X4 EDITIONS and deposited in the Tender box situated at Civic Centre, Rates Hall.

<b>CLOSING DATE</b>	28/10/2021
<b>TIME</b>	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.

<b>Enquiries can be directed as follows</b>		
<b>Specifications Enquiries</b>	Ms B. Lekgethwane	071 380 0957
<b>Procurement Enquiries</b>	Ms S. Marule	014 555 1313

  
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 Mr. M.V Letsoalo  
 MUNICIPAL MANAGER

