



Umuziwabantu Municipality
Tel No: 0394333500/Fax 0394331208

ADVERT
SUPPLY AND DELIVERY OF 2020 CALENDARS
AND DIARIES
NOTICE NO.34/2019-2020

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)

Kindly furnish me with a written quotation for the supply of the goods/services As detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and must be delivered by hand not later than **30/10/2019 @ 11H:00**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm delivery period must be stated
- BEE certificate will be advantageous
- MBD 1
- MBD 4
- MBD 9
- Two Orders for similar project signed by the Supply Chain Manager/ Chief Financial Officer
- A successful bidder will be required to register on the Central supplier database.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE ALLOCATED AS FOLLOWS:

80 – Price, 20 – BBEE Contribution Level Status

NB: No quotations will be considered from person in the service of the state

NB: Bids will be rejected if any municipal rates and taxes or municipal service charge owed by that bidder or any of its directors to the Umuziwabantu Municipality or to any other municipality or municipal entity, are in arrears for more than three months.

NB: All quotations must be deposited on a quotation box at the finance department next to Russels Furniture shop

Failure to comply with these conditions will invalidate your offer

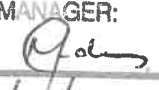
ITEM No.	SPECIFICATION /DESCREPTION	QUANTITY	PRICE PER UNIT	TOTAL
	SUPPLY AND DELIVERY OF 2020 CALENDARS AND DIARIES AS PER THE ATTACHED SPECIFICATIONS:			

NB: ENQUIRIES CAN BE DIRECTED TO MS N ZWANE ON 039 433 3500/06 DURING OFFICE HOURS



**MR T.W. GUMEDE
MUNICIPAL MANAGER**

**DELIVERY ADDRESS:
UMUZIWABANTU MUNICIPALITY
LOT 10 MURCHISON STREET
FINANCE OFFICES
HARDING
4680**

UMUZIWABANTU MUNICIPALITY	
PRIVATE BAG X1023 HARDING 4680	
CHECKED BY SCM MANAGER:	
SIGNATURE :	
DATE :	22/10/2019.



Umuziwabantu Local Municipality
Private bag X 1023
Harding
4680

Tel: (039) 433 3500

Fax: (039) 433 1208

Website: www.umuziwabantu.gov.za

Enquiries: N. Zwane

To: SCM Unit
Umuziwabantu Municipality

Procurement request – Diaries & Calendars 2020

Please find proposed layout for 2020 diaries and calendars to be bought:

Specifications:

- The year 2020 must appear at the top right hand side, small municipal logo at the centre and for personal diaries the initials and surname at the bottom right and other personalised diaries must only have titles at the bottom right.
- All diaries 1st page to include the vision and mission statement of the municipality underneath. (The first page needs to be glossy). Vision (To be a preferred investment destination with superior and sustainable service delivery); Mission Statement (Umuziwabantu shall create an environment which is attractive to investors thereby creating jobs and improving quality of life). Contact details: Registered Office (Murchison Street, Harding) Postal Office (Private Bag X1023, Harding 4680), Telephone No. (039) 433 3500, Fax No. (039) 433 1208, Emergency No. 0861 433 555, Website www.umuziwabantu.gov.za
- 11 A4 executive notebook diaries , for Cllr D. Nciki – Mayor, Cllr T.N. Dzingwa – Deputy Mayor, Cllr M.V. Nyathi – Speaker, Cllr S.J. Ncwane – Exco Member, Cllr M.V. Vezi – Exco Member. Senior Management: Municipal Manager, Chief Financial Officer, Director – Community Services, Director – Technical Services, Director – Corporate Services, Director – Planning & Development in soft, elegant **royal blue** leather.
- 50 personalised A4 notebook diaries, navy blue leather, padded, protective brass corners, quality cream paper, customised covers for councillors and management **Councillors:** Cllr S.S. Maphumulo, Cllr M.B. Gavu, Cllr M.W. Mbotho, Cllr X.C. Mandela, Cllr Z. Hlabe, Cllr C. P. Nkomo, Cllr G. F. Memela, Cllr N.H. Ngubelanga, Cllr H. J. Ngubelanga, Cllr N. M. Nozisali, Cllr V.T. Mbata, Cllr A. M. Cele, Cllr K. S. Mteshana, Cllr T. A. Disane, Cllr C.M. Machi). **Amakhosi:** Inkosi S.M.C. Dlamini, Inkosi E.Z. Jali, Inkosi N. M. Machi, Inkosi Duma, Inkosi Zungu, Inkosi Mbotho. **Management:** Manager – Income, Manager – Expenditure, Manager – S.C.M., Manager – Strategic Planning, Manager - LED, Manager – Human Resources, Manager –

Special Programmes, Manager – P.M.U., Manager – Youth, Manager – Admin & Auxiliary Services, Manager – Community Facilities, Manager – Budget, Manager – Internal Audit, Manager – Town Planning, Manager – Cleansing, Parks & Recreation, Chief Traffic Officer.

- 12 A4 page a day with navy blue leather for **Personal Assistants & Secretariat** : P.A. – Municipal Manager, P.A. – Director: Community Services, P.A. – Director: Infrastructure, P.A. – CFO, P.A. – Director: Planning, P.A. – Director: Corporate Services, P.A. – Mayor, P.A. – Speaker, P.A. – Deputy Mayor, Secretariat X3
- 60 x A5 Page-a-Day un-personalised diaries, with navy blue leather, padded, for the rest of the staff.
- 2x A4 page a day diaries for the Town Hall and Cemetery bookings.
- 65 x A2 size desktop calendars with Municipal logo and pictures. The year 2020 and municipality's name to be in the middle.
- A1 size (1600) full colour glossy calendars for 2020 with gold rim on top and bottom with Municipal logo and pictures (Months to be written in both IsiZulu and English: *January – Umasingana, February – Unhlolanja, March – Undasa, April – Umbasa, May – Unhlaba, June – Unhlangulana, July – Untulikazi, August – Uncwaba, September – Umandulo, October – Umfumfu, November – Ulwezi, December – Uzibandlela*)

Requirements from the service providers:

- Must provide a profile of previous professional work done for local government institutions or government institutions when quoting.

Hope you find this in order.

Thank you

N.S. Y. Zwane

Communications Officer