

Chief Albert Luthuli Municipality

The transparent, innovative, and developmental municipality that improves the quality of life of its people

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OFFICE OF THE MUNICIPAL MANAGER

Enquiries: Mr. Sibeko SS

SibekoSS@albertluthuli.gov.za

Date: 06 November 2025

Request for Formal Quotations

CALQ21/2025 SUPPLY AND DELIVERY OF CALENDERS

Chief Albert Luthuli Municipality is hereby requesting quotations for the above-mentioned project.

SPECIFICATION

ITEM	DESCRIPTION	QUANTITY
A1 CALENDARS	<ul style="list-style-type: none">• Single sheet with 12-month view• 160 grams (paper) gloss• Portrait• Include designing• Printed in full colour supplied with top and bottom rims• Branded with faces of councilors and MM• Display projects on the side	5000

EVALUATION CRITERIA

The following criteria will be used in the evaluation of these project:

- The RFQ will be evaluated in terms of the Chief Albert Luthuli Municipality Preferential Procurement policy whereby 80 points will be awarded for price and 20 points will be awarded in terms of the following objectives:
 - Enterprises that are at least 50% women-owned (maximum 5 points)
 - Enterprises that are at least 50% owned by disabled persons (maximum 5 points)
 - Enterprises with at least a 50% ownership by Youth (maximum 5 points)
 - Locality within the Chief Albert Luthuli Municipality (maximum 5 points)

Stage 1 Functionality

Criterion	Assessment	Points Awarded	Max Score
Company Experience in the services	Company has more than 4 years of experience in the printing services (Attach Company Registration documents)	30	30
	Company has 2-3 years of experience in the printing services	20	
	Company has less than 2 years of experience in the printing services	10	
Layout and design Experience	Company has previously completed 3 or more projects on designing and layout of calendars or any equivalent work in the past 5 years. (Attach Appointment letter / any proof of appointment/ Purchase order)	40	40
	Company has previously completed 2 or less projects on designing and layout of calendars or any equivalent work in the past 5 years	20	
	Company has not completed any projects on designing and layout of calendars or any equivalent work in the past 5 years	10	
Individual Qualifications	Graphic Designer and proof reading (Editing) (Attach Copy of software license for the system)	30	30
	Graphic Designer or only proof reading (Editing) (Attach Copy of software license for the system)	15	
	None of the above	0	
MAXIMUM SCORE:			100

Quotations (Marked 'CALQ21/2025 SUPPLY AND DELIVERY OF CALENDERS)

Price quotation must be dropped in the **TENDER BOX** at the Head Office, not later than **12 November 2025, 12h00.**

Please attach the following compulsory documents, Tax Clearance Certificate (or SARS PIN CODE) Company Certificate, Certified copy of B-BBEE Certificate, MBD4, MBD8, MBD 9, Proof of CSD Registration, Company Profile, and Municipal Rates Account (Not in arrears and Older than 3 Months).

Enquiries regarding the application can be directed to Mr. SS Sibeko at (017) 843 4000.

**MR ME THABETHE (Pr.Tech.Eng)
MUNICIPAL MANAGER**