

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

CALQ22/2025 SUPPLY AND DELIVERY OF DAIRIES

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

SPECIFICATION

<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>
A4 Executive Diaries	<ul style="list-style-type: none">A4Leather coverPersonalized with executive zip or buckle folders.Branded in CALM Logo	150
A5 Executive Diaries	<ul style="list-style-type: none">A5Leather coverPersonalized with executive zip or buckle folders.Branded in CALM Logo	250

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 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 Diaries 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 Diaries or any equivalent work in the past 5 years	20	
	Company has not completed any projects on designing and layout of Diaries 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 'CALQ22/2024 SUPPLY AND DELIVERY OF DAIRIES)**

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, MBD, 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**