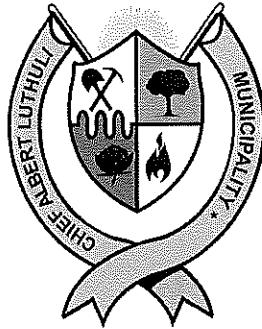


Chief Albert Luthuli Municipality



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Private Bag X719
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Mpumalanga

Telephone +27 (0) 17 843 4000
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e-mail mm@albertluthuli.gov.za

Your Ref: CALQ02/2020

Enquiries: EUSTANCE MTHOMBENI.....

07 October 2020

Request for Formal Quotations

CALQ02/2020 SUPPLY AND DELIVERY OF COUNCIL CALENDARS

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

SPECIFICATION

ITEM	DESCRIPTION	QUANTITY
A2 CALENDAR	<ul style="list-style-type: none">- Single Sheet with a 12 Month view- 160 grams (paper) gloss- Portrait- Include designing- Printed in full color supplied with top and bottom rims- It must feature faces of Councilors and other selected pictures.	3000

NB: Only locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content will be considered in line with Regulation 8(2) of the Municipal Supply Chain Management Regulations, National Treasury Circular 69. Bidders must declare local content value as per DTI codes on **MBD 6.2** Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>.

EVALUATION CRITERIA

- The following functionality criteria will be used in the evaluation of these project.
- As this bid calls for a service provision, bids will be evaluated firstly for the ability of the bidder to provide the service. A response to this section is applicable and thus required. Bidders must score at least 70% in order to proceed to the 80/20 preference point system of evaluation.

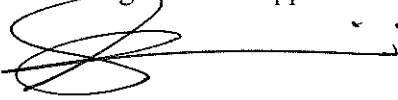
Criterion	Assessment	Points Awarded	Max Score
Company Experience in the printing services	Company has more than 4 years of experience in the printing services (Attach Company Profile)	30	30
	Company has 2-3 years of experience in the printing services	20	
	Company has less than 2 years of experience in the printing	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 (2014 – 2019) (Attach Appointment letter / any proof of appointment/ Purchase order)	40	40
	Company has previously completed 2 or less projects on layout and design of Calendars or any equivalent work in the past 5 years (2014-2019)	20	
	Company has not completed any projects on layout and design of Calendars or any equivalent work in the past 5 years (2014-2019)	10	
Individual Qualifications	Graphic Designer and Proof Reading (Editing) (Attach CV)	30	30
	Graphic Designer or only proof reading (editing)	15	
	None of the above	0	
MAXIMUM SCORE:			100

Quotations (Marked **'CALQ01/2020: SUPPLY AND DELIVERY OF DIARIES**)

Formal price quotation must be dropped in the **TENDER BOX** at the Head Office, not later than **16 October 2020, 12h00**.

Please attach the following compulsory documents, Tax Clearance Certificate (or SARS PIN CODE) Company Certificate, Certified copy of B-BBEE Certificate, MBD4, MBD 6.2, MBD8, MBD 9, Proof of CSD Registration, Company Profile and Municipal Rates Account (Not in arrears and Older than 3 Months).

Enquiries with regard to the application can be directed to Mr. Eustance Mthombeni at (017) 843 4000



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Mr. MS Dlamini
Municipal Manager