# Dannhauser Municipality KZN 254

# logo

#  8 Church Street Telephone: 034 621 2666

 **Private Bag X1011 Facsimile : 034 621 2342**

 **DANNHAUSER**

 **3080**

**Date of Advert: 23/08/2021**

**Quotation Number: RFQ/980**

**Description: SUPPLY AND DELIVER X 160 DIARIES FOR WARD COMMITTEES**

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

The quotation must be submitted on the letter head of your business no later than**, 01 SEPTEMBER 2021 at 12H00.**

Quotation are to be submitted in a sealed envelope; clearly marked **“Quotation number & Description”** must be deposited in the tender box situated at the reception area of Dannhauser Municipality offices, **8 church street**, Dannhauser 3080

The following conditions will apply:

* Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
* Price(s) quoted must be firm and must be inclusive of VAT.
* A firm delivery period must be indicated.
* Bidders must include their certified BBBEE certificate copy (MBD 6.1).
* Bidders must include both original Tax Compliance Certificate (SARS Pin).
* This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation. (MBD forms are available from SCM office & from the website www.dannhauser.gov.za under Budget then scm forms)
* Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
* The successful provider will be the one scoring the highest points.
* Preference will first be made to local service providers.
* Bidders are required to submit their most recent municipal accounts for their business location or their personal residence account i.e. rates/refuse or Proof of residence for those who reside in rural areas.
* Bidders must fill in the RFQ register stating the date and time of when they submitted their RFQs, available at the tender box.
* Bidders must be registered on The Dannhauser Municipality Suppliers database, forms are available from the website www.dannhauser.gov.za & from reception.
* Dannhauser Municipality does not bind itself to accept the lowest, or any quote.
* The Municipality reserves the right to withdraw any invitation to quotations/proposal and/or to re-advertise or to reject any quotations/proposal or to accept a part of it.
* The municipality reserve the right to appoint a portion or split the service to a service provider.
* The Municipality does not bind itself to accepting the lowest quotations/proposal or award a contract to the bidder scoring the highest number of points.

NB: No quotations will be considered from persons in the service of the state[[1]](#endnote-1)

**Failure to comply with these conditions may invalidate your offer.**

## SCHEDULE

## DESCRIPTION: QUOTATIONS FROM SUITABLE AND QUALIFIED SERVICE PROVIDERS AS PER BELOW SCHEDULE:

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| **SUPPLY AND DELIVER X 160 DIARIES FOR WARD COMMITTEES**1. **160 x Diaries for Ward Committees which contains the, Speakers photo, and foreword inside, and municipal information, and outside with municipal logo and Ward Committees.**

**• 1 Month pages with all 12 months on the side of the month in questions (small)****•Of Dannhauser Municipality and its information, e.g. Telephone, fax, e-mail & website address, location (where the municipality is situated under Amajuba District Municipality)****• After each month the selected development photo, be inserted in a gloss page or cover****• Schedules of the Council Meetings, EXCO Meetings, Portfolio Committee Meetings and MANCO meeting, IDP RF and IDP Budget Roadshows****• Leather Cover in Black Colour with a curving yellow stripe at left bottom corner****• Municipal emblem be printed in gold in the middle of the front cover****• The first page of the diary will have a Mayoress foreword, Speakers and the Municipal Managers overview (summary vision) with their photo each****• Second Page will have a Dannhauser Map and the third page with the Map of Africa****• Another Page must cover the vision and mission** **The goods shall be delivered by the 8 November 2021 at the Municipal Office; a service provider that will not deliver the goods as per instruction a payment will be withheld.****Interested Service Providers are requested to provide 4 appointment letters and reference letters for the similar projects and note that the appointment letters and reference letters be traceable.** |

**DELIVERY ADDRESS:**

08 Church Street, Dannhauser, for more info please contact **Mr Philani Ndlovu Manager**: IDP **on 034 621 2666 ext 0704**  with lunch interval of 13H00 to 13H30.

1. **\*** MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

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an official of any municipality or municipal entity;

an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

a member of the accounting authority of any national or provincial public entity; or

An employee of Parliament or a provincial legislature. [↑](#endnote-ref-1)