

27 November 2024



JOE MOROLONG
LOCAL MUNICIPALITY

Quotation Name : Procurement of Diaries

Quotation No : Q 04, 27/11/2024

Joe Morolong Local Municipality invites interested registered service providers to quote for the following:

Quotations Closing

Date: 06 December 2024

Time: 09:00

Venue: Joe Morolong Local Municipality Office –Tender Box

Street Address: Churchill Village, D320 Cardington Road

Find attached specification:

Documents Required:

- MBD Forms (1, 4, 8, & 9) for all Directors
- Registered with Joe Morolong Supplier Vendor Database
- Registered with CSD (Quote CSD Number)
- Proof of rates & taxes from relevant authority for all the addresses listed on CSD & CIPC (not older than 3 Months)
- Proof of rates & taxes of all directors for all the addresses listed on CSD & CIPC (not older than 3 Months)
- Valid South African Revenue Services (SARS) Tax Pin
- State Delivery Timelines.

***Failure to submit any of the above-mentioned documents, will result in the quotation being non-responsive.**

Contact Person

Mr T. Molaolwe : 082 839 3058

The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be deposited into the Tender Box, not later than the prescribed time and date. The quotation will be evaluated in accordance with the Joe Morolong Local Municipality's Supply Chain Management policy, preferential Procurement Policy Framework Act No 5 of 2000 and the preferential procurement regulations, 2022. Using the 80/20 points system where the 20 points will be allocated to a specific goal of the municipality (locality). Validity period of this quotations 30 Days.

NOTE: Emailed, Faxed or late quotation submissions will not be accepted. Please note that only vendors that are currently registered in the Joe Morolong Local municipality Data Base and CSD can submit quotations for this advert.

Mr O. Ramukhuvathi
Acting Chief Financial Officer

Mrs B.D Motlhaping
Municipal Manager

SPECIFICATIONS:

Below is the list of items required. Use quotation number above as reference on the quotations.

MUNICIPAL DIARIES

It is proposed that the following Diaries be procured

100 A4 DIARIES EXECUTIVE WITH FULL FOLLOWING FEATURES:

1. Embossed on the front page:

Joe morolong Local Municipality logo on the front cover.

Embossed name of the municipality and Year (Joe Morolong Local Municipality 2025)

Embossed initial and surname of the Diary Holder with job title on the front cover (E.g. Mayor: Cllr DD Leutlwtse-Tshabalala) Or (Speaker: Cllr. V Jordan)

2. Insert of 3 pages on gloss material below

Physical Address, contact details and website address of the municipality, Vision and Mission and service rendered of the municipality. Pictures of the municipality, Speaker and EXCO members, Pictures of Councilors and PR Councilors.

NB; Quote is inclusive of design, Layout, Artwork, Editing and Delivery

250 X A4 OFFICIALS DIARIES WITH MUNICIPAL OFFICIAL COLOURS

3. Embossed on front page with:

Joe morolong Local Municipality logo on the front page.

Embossed name of the Municipality and Year (Joe Morolong Local Municipality 2025)

4. Insert of 3 pages on gloss material below

Physical Address, contact details and website address of the Municipality, Vision and Mission and service rendered of the municipality, Pictures of the Mayor, Speaker and EXCO Members, Pictures Councilors and PR Councilors.

250 A5 FOR WARD COMMITTEES WITH MUNICIPAL OFFICIAL COLOURS

5. Embossed on the front page with:

Joe morolong Local Municipality logo on the front cover.

Embossed name of the Municipality and year (Joe Morolong Local Municipality 2025)

6. Insert of 3 pages on gloss Material below

Physical Address, Contact Details and Website address of the municipality, Vision and Mission and services Rendered of the Municipality. Pictures of the Mayor, Speaker and EXCO members, Pictures Councilors and PR Councilors.

[Handwritten signature]