



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 057/2020-21

Date: 17 February 2021

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

PROCUREMENT OF PROMOTIONAL MATERIAL FOR COVID-19

SPECIFICATIONS

- **RE-PRINT OF BROCHURES/BOOKLETS A4 Z- FOLD**
- Gloss paper
- Double sided
- Full colour
- Quantity: 120 000

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 23 February 2021 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.

- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, NOT LONGER THAN 10 WORKING DAYS AFTER ORDER.
- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate must be furnished.
- Copy of company registration reflecting equity owned by the members and status.
- BBEE VERIFICATION CERTIFICATE
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.
- Central Supplier Database (CSD) registration number/summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ BBEE Status	20

*PROSPECTIVE BIDDERS WHO WISH TO CLAIM THIS POINTS ARE REQUESTED TO ATTACH THEIR **BBEE** RATING CERTIFICATE.*

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R40.00 per copy.

Yours Faithfully



NP MDAKA
CHIEF FINANCE OFFICER