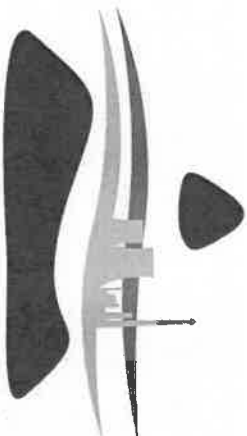


**FEZILE DABI  
DISTRICT MUNICIPALITY**



**BID DOCUMENT**

**BID NO: 014/2024-25**

SUPPLY AND DELIVERY OF EDUCATIONAL AWARENESS MATERIAL

**CLOSING DATE 31<sup>st</sup> MARCH 2025 @ 12:00PM**

PREPARED FOR/BY:

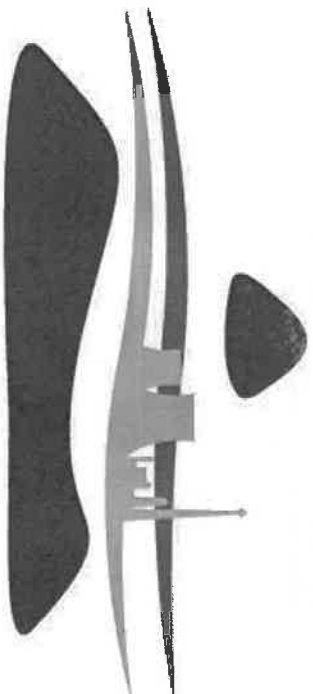
FEZILE DABI DISTRICT MUNICIPALITY  
P.O.BOX 10  
SASOLBURG  
1947

TEL: (016) 970 8600  
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT  
(016) 970 8600 OR

BIDDER: \_\_\_\_\_

BID AMOUNT (VAT INCL.): \_\_\_\_\_



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: FDDM 014/2024-25**

Date: 24 March 2025

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.

### **SUPPLY AND DELIVERY OF EDUCATIONAL AWARENESS MATERIAL**

#### **SPECIFICATIONS**

Kindly refer to the attached specification

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 31 March 2025 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.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.
- For all transaction tax Clearance certificate must be attached.
- The service provider MUST complete the following MBDs form (4, 6.1, 8 and 9) failure to complete those forms will led to disqualification.

- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 and adopted by council on the 28 February 2023
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) summary report must be attached to the tender/bid document.

**POINTS ALLOCATION FOR 80/20 PRINCIPLE:**

- ❖ PRICE 80
- ❖ SPECIFIC GOALS 20

Specific Goals	Points Allocation
Locality	10
Women ownership	5
Disability ownership	5

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 R50.00 per copy, **bidders are welcome to request the bid document from SCM unit to be email for free.**

Yours Faithfully



G.A Mgcina  
CHIEF FINANCE OFFICER

# Fezile Dabi District Municipality Finance Department

(FOR INTERNAL USE ONLY)

Internal Control Sheet: SCM-1050

No 2124



Aiming above the horizon

## TENDER / BID SPECIFICATIONS

ACQUISITION VALUE OF 30 000 AND ABOVE (VAT Included)

### Section A: Compilation Information

Date: 19 / 02 / 2025 014/2024-25  
 Department / Office: EM & ES  
 Compiled By: Homelona Oluranki

### Section B: specifications of Goods and / Services / Project

Description of Goods and / or services / project		EM: Educational Awareness Material														
IDP Project/ SDBIP Project (please mark X)	Yes	No	Council Resolution Number (Where Applicable)													
Implementation Period as Per IDP / SDBIP (e.g. 2010-2011)	Budget Verification see attached report		Date of Council Resolution		...../...../20.....											
Implementation Period as per IDP / SDBIP (e.g. 2010-2011)	500 Phamphlets		Budget vote number		1	2	3	4	5	6	7	8	9	10	11	12
Standard Specifications (e.g. passenger Motor Vehicle)	500 Booklet 500 A4 Posters.				1	2	3	4	5	6	7	8	9	10	11	12
Technical Specifications (e.g. 200cc engine, all wheel drive, etc)					1	2	3	4	5	6	7	8	9	10	11	12
Other conditions / Requirements (e.g. Warrantees etc)	Kindly find the attached Specification.				1	2	3	4	5	6	7	8	9	10	11	12

### Section C: Approval

Recommended By: Grace Phasiso 24 / 02 / 2025  
 Approved By: G. Ngele 24 / 02 / 2025  
 Authorized By: S. Thom AS 11 / 03 / 2025  
 Director Name (Print Name) Signature Date  
 Chief Financial Officer (Print Name) Signature Date  
 Accounting Officer (Print Name) Signature Date



**Fezile Dabi**  
District Municipality

# MEMORANDUM

<b>TO: Chief Financial Officer</b>	<b>FROM: Director: Environmental Health and Emergency Services</b>
<b>CC:</b>	<b>DATE: 19 February 2025</b>

## REQUEST FOR PROCUREMENT PRINTING OF ENVIRONMENTAL AWARENESS

### MATERIALS

Municipalities play an important role in aiding communities by providing resources and adequate understanding about environmental issues in schools and communities. FDDM aspires to take on this obligation by first imparting knowledge to learners in communities, with the expectation that they will grow up to be self-sufficient and eventually help their communities by sharing the information with their family members. Environmental education is a process that enables people to learn about environmental issues, solve problems, and take action to help the environment. The ultimate goal is to teach learners and communities to be environmentally conscious, make responsible decisions, and have a better understanding of environmental issues. "You teach a child, you teach the community" is a saying the department is trying to uphold and promote.

Section 24 of the Constitution protects the right of Fezile Dabi communities to a clean environment that is safe for their health and well-being. Environmental Management, through education and awareness develops a sense of responsibility and duty of care, encouraging people to learn about the environment and understand the consequences of their decisions. This understanding has the potential to motivate good behavior changes and activism for environmental protection.

In light of the above, the department would like to make a request to procure the following items that will assist the department during the environmental awareness events:

- Printing of educational and awareness materials;  
500 Pamphlets,  
500 Booklets, and  
500 A4 posters

*The environmental management unit has already drafted the materials in word and publisher documents and will be provided to the service provider. This request is in line with the procurement plan of the department.*



Mrs. Grace Phoofole

**DIRECTOR: EH & ES**



**Fezile Dabi**  
District Municipality

Fezile Dabi District Municipality  
John Vorster Road  
P.O. Box 10  
Sasolburg, 1947  
Tel: + 27 [16] 970 8600  
Fax: + 27 [16] 970 8733

*Aiming above the horizon*

## OFFICE OF THE DIRECTOR

### ENVIRONMENTAL HEALTH AND EMERGENCY SERVICES

**DATE:** 19 February 2025

**DEPARTMENT:** EH & ES

**COMPILED BY:** Nomalanga Oluranti

#### EDUCATIONAL AWARENESS MATERIAL

<i>ITEM DESCRIPTION</i>	<i>ITEM SPECIFICATIONS</i>	<i>QUANTITY</i>
Educational awareness material and Items	Waste Management	1500
	Z-fold Pamphlets	500
	Booklets	500
	A4 posters	500
	(information already drafted on MS Word and Ms Publisher Software and will be provided to the service provider)	

  
\_\_\_\_\_

Mrs G. Phoofolo

Director: Environmental Health and Emergency Services

▼ G:General Ledger

▶ GJ:Journals

▼ GO:Enquiries

▶ GO040:Financial Information  
Summary and Detail

▶ GO050:Timesheet

▶ GS:End of Period Processing

▶ H:Consolidated Stock Control

▶ I:Bank Control

## GO040-Financial Information - Summary and Detail



Total V.A.T Strct Budget Comm N-Upd Purch More

Year: 2425 Account: 31052300140F2P27ZZWD

Opening Balance: 0.00

OC: ADV/PUB/MARK - GIFTS &amp; PROMO ITEMS

ENVIRONM MANAGEMENT EDUC &amp; AWARENESS

ENVIRONMENTAL MANAGEMENT

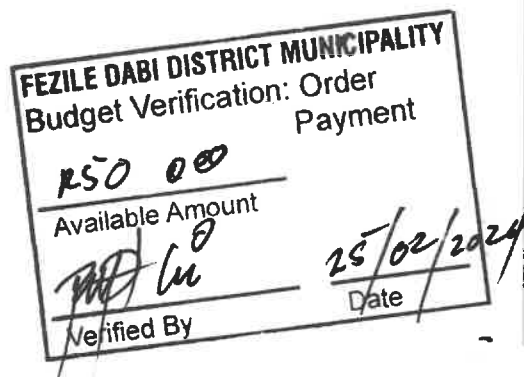
Adj:

M	Month	Budget	Movement	Difference
<input type="checkbox"/>	Jul	4167.00	0.00	4167.00
<input type="checkbox"/>	Aug	4167.00	0.00	4167.00
<input type="checkbox"/>	Sep	4167.00	0.00	4167.00
<input type="checkbox"/>	Oct	4167.00	0.00	4167.00
<input type="checkbox"/>	Nov	4167.00	0.00	4167.00
<input type="checkbox"/>	Dec	4167.00	0.00	4167.00
<input type="checkbox"/>	Jan	4167.00	0.00	4167.00
<input type="checkbox"/>	Feb	4167.00	0.00	4167.00
<input type="checkbox"/>	Mar	4167.00	0.00	4167.00
<input type="checkbox"/>	Apr	4167.00	0.00	4167.00
<input type="checkbox"/>	May	4167.00	0.00	4167.00
<input type="checkbox"/>	Jun	4163.00	0.00	4163.00
TOTAL:		50000.00	0.00	50000.00

Budget	
Approved:	50000
Additional:	0
TOTAL:	50000

Commitments	
Issue Requisitions:	0.00
Purchase Requisitions:	0.00
Purchase Orders:	0.00
Standing Payments:	0.00
Other:	0.00
Jobs:	0.00
TOTAL:	0.00

Movement	
Actual:	0.00
Not Updated:	0.00
TOTAL:	0.00
BALANCE:	50000.00



OK Home Quit