



**MKHONDO**  
LOCAL MUNICIPALITY

**RFQ No. MLM-QUO-19-08-2025**

Date of issue	Friday, 22 August 2025
Closing date and time	<b>Monday, 01 September 2025 at 12H00</b> <i>(Late quotations will not be considered)</i>
Enquiries	TR Kubheka
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**Request for quotation (RFQ) to Supply and Delivery of Municipal Branded Diaries for 2026**

Mkhondo Local Municipality with its head office in Mkhondo invites reputable and accredited service providers to submit formal written quotations for the items as stated in the below specification.

No.	DESCRIPTION OF GOODS/SERVICES	QUANTITY
01	<p><b>SUPPLY AND DELIVERY OF MUNICIPAL BRANDED DIARIES FOR 2026</b></p> <p><u>Specification</u></p> <ul style="list-style-type: none"> <li>- <b>Size:</b> A5 Diaries</li> <li>- <b>Branding and Identification:</b> <ul style="list-style-type: none"> <li>• All diaries must be embrioded with Municipal Corporate Identity Logo on the outside hard cover</li> <li>• The year "2026" must be clearly printed on the bottom right corner of the cover</li> </ul> </li> <li>- <b>Colour and Material:</b> <ul style="list-style-type: none"> <li>• Colour: Matte Black</li> <li>• Material: Thermo PU leather</li> </ul> </li> <li>- <b>Content Requirements:</b> <ul style="list-style-type: none"> <li>• Each month must include monthly planner</li> <li>• The last page must contain municipal contact details and emergency numbers</li> </ul> </li> <li>- <b>Personalization:</b> <ul style="list-style-type: none"> <li>• Diaries for the Troika, Members of the Mayoral Committee, Municipal Manager, General Manager, Senior Managers, and surnames on the outside cover</li> </ul> </li> </ul>	389
02	<p><b>SUPPLY AND DELIVERY OF MUNICIPAL BRANDED DIARIES FOR 2026</b></p> <p><u>Specification</u></p> <ul style="list-style-type: none"> <li>- <b>Size:</b> A4 Diaries</li> <li>- <b>Branding and Identification:</b> <ul style="list-style-type: none"> <li>• All diaries must be embrioded with Municipal Corporate Identity Logo on the outside hard cover</li> <li>• The year "2026" must be clearly printed on the bottom right corner of the cover</li> </ul> </li> <li>- <b>Colour and Material:</b> <ul style="list-style-type: none"> <li>• Colour: Matte Black</li> <li>• Material: Thermo PU leather</li> </ul> </li> <li>- <b>Content Requirements:</b> <ul style="list-style-type: none"> <li>• Each month must include monthly planner</li> <li>• The last page must contain municipal contact details and emergency numbers</li> </ul> </li> </ul>	10

QUOTATION MUST BE ACCOMPANIED BY THE FOLLOWING MANDATORY DOCUMENTS (BIDDERS THAT FAIL TO SUBMIT DOCUMENTS INDICATED AS COMPULSORY WILL BE DISQUALIFIED):

- Certified copies of all directors' Identity documents- **(Compulsory)**.
- Proof of Company registration certificate (CK) – **(Compulsory)**.
- Valid Tax compliance status pin number issued by SARS – **(Compulsory)**.
- Current (most recent) municipal account (not in arrears for more than 3 months) / lease agreement if renting (signed by both lessor & lessee). Bidders residing in non-billed areas must attach valid proof of residence/letter from Tribal Authority. – **(Compulsory)**.
- Central Supplier Database (CSD Registration Number) - **(Compulsory)**.
- All MBD forms are required to be completed in full and signed - **(Compulsory)**.
- Duly completed authority/resolution to sign the Bid **(Compulsory)**.

**NOTE: RECOMMENDED/SUCCESSFUL BIDDER WILL BE REQUIRED TO PROVIDE SAMPLE DESIGN/LAYOUTS TO BE APPROVED BY END-USER DEPARTMENT PRIOR TO ACTUAL ORDER BEING DELIVERED**

### **EVALUATION CRITERIA**

All submissions will be adjudicated in terms of the Mkhondo Local Municipality's Procurement Policy and in terms of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, the Preferential Procurement Regulations 2022 (PPR2022) as well as National Treasury guidelines. The 80/20 Preference Point System will be applicable for this RFQ where 80 points will be allocated for price and 20 points shall be allocated for specific goals. A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements and a total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP (Reconstruction and Development Programme).

### **RULES OF BIDDING/ INSTRUCTIONS**

- Council reserves the right to withdraw, re-advertise, to award the bid wholly or partly and not to award the lowest bid offer and to appoint more than one (1) service provider.
- All certified copies of documents cannot be older than three (3) months
- Only suppliers that are registered on the Central Supplier Database will be considered for appointment. Please go to [www.csd.gov.za](http://www.csd.gov.za) to register before submission of quotations
- Valid formal signed price quotations must be submitted with the document and all prices will be evaluated all-inclusive of costs.
- Valid formal signed price quotations must be submitted with the document and all prices will be evaluated inclusive of costs.
- Quotes that do not cover the scope or specifications will be disqualified.

### **NO AWARDS WILL BE MADE TO A PERSONS:**

- Who are in the service of the state,
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state,
- Who is an advisor or consultant contracted with the municipality or municipal entity, and;
- Whose company is restricted to do business with the organs of the state.

### **REGARDS,**

MJ MKHONZA  
MUNICIPAL MANAGER  
MKHONDO LOCAL MUNICIPALITY