



MKHONDO
LOCAL MUNICIPALITY

RFQ No. MLM-QUO-01-07-2025

Date of issue	Wednesday, 16 July 2025
Closing date and time	Friday, 25 July 2025 at 12H00 <i>(Late quotations will not be considered)</i>
Enquiries	TR Kubheka
	www.mkhondo.gov.za Tel: 017 004 0197 ext.0254 email: RKubheka@mkhondo.gov.za

Request for quotation (RFQ) to Supply and Delivery of Promotional Materials

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	SUPPLY AND DELIVERY OF BRANDED NOTE PADS <u>Specification</u> <ul style="list-style-type: none"> - Size: A5 - Binding: Glued - Cover: must be hard - Colour: Grey - Branded with Municipal logo - It must have 144 pages 	150
02	SUPPLY AND DELIVERY OF BRANDED PENS <u>Specification</u> <ul style="list-style-type: none"> - Size: Bold 0.4mm - Energy blast Ball pen - Pen must be designed in municipal corporate colours 	300
03	SUPPLY AND DELIVERY OF BRANDED USB <u>Specification</u> <ul style="list-style-type: none"> - Capacity: 23GB - Dimensions: 60 x 20 x 10mm - Weight: 10g - Device Interface: USB 2.0 - Hot Plug and Play - Power USB bus power - Branded with Municipal Logo - Colour: USB's must be designed in municipal corporate colours 	30
04	SUPPLY AND DELIVERY OF BRANDED UMBRELLA's <u>Specification</u> <ul style="list-style-type: none"> - Size: 54Inch / 137.16cm - Diameter: 47inch/120cm - Length: 37inch/ 3.08333 feet - Colours: Black, Green and Grey - Branded with Municipal logo - High quality material sun and rain protection - Open/Type: Manual open and close 	30
05	SUPPLY AND DELIVERY OF BRANDED KEY HOLDERS	100

	<u>Specification</u> - Branded Zinc Alloy with Polished Nickel Plating - Includes A Presentation Box Dimensions: - Keyholder: 5.2 (L) X 2.3 (W)X0.5 (H) - Presentation Box: 11(L) X 5.1 (W) X 1.2 (H)	
06	DESIGNED AND PRINTER FLYERS <u>Specification</u> - Size: A6 - Dimensions: 105 (L) X 148 (W) MM - Designed Municipal Flyers with Corporate Colours NB: INFORMATION FOR FLYERS WILL BE PROVIDED	1000

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)**.

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 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.

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

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