



MKHONDO
LOCAL MUNICIPALITY

RFQ No. MLM-QUO-09-08-2026

Date of issue	Wednesday, 19 August 2026
Closing date and time	Thursday, 27 August 2026 at 12H00 <i>(Late quotations will not be considered)</i>
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Request for quotation (RFQ) for Supply and Delivery of branded promotional Materials

Mkhondo Local Municipality with its head office in Mkhondo is looking to appoint a reputable and accredited service provider for the works, goods/services as stated in the specifications below in terms of section 110 and 112 of the Municipal Finance Management Act No.56 of 2003.

ITEM	ITEM DESCRIPTION	UNIT RATE	QTY
1.	Supply and delivery of branded foldable Tables <u>Specification</u> - 4-foot Folding Table - Height adjustable - Measures as follows: 120 x 60 x 48/61/74cm - Colour: White	Each	2
2.	Supply and delivery of branded foldable Chairs <u>Specification</u> - Steel Frame - Padded armrests - Durable polyester fabric - Maximum Weight Capacity: 120kg - Weight: 3.5kg - Quantity: 6 - Dimensions: Folded (48x11x78cm), Unfolded (58x43x78cm) and Seat (46x33cm) - Ideal for camping, caravanning, gardening and general outdoor use	Each	6
3.	Supply and delivery of branded Pens <u>Specification</u> - Energy blast ball pen - Size: Bold 0.4mm - Pens must be designed in Municipal Corporate Colours	Each	500
4.	Supply and delivery of branded Notepads <u>Specification</u> - Size: A5 - Binding: Glued - Cover: Must be hard - Colour: Grey - Branded with Municipal logo - It must have 144 pages	Each	150

5.	Supply and delivery of branded folders <u>Specification</u> - Size: A4 - Designed Municipal flyers with Corporate Colours - The folder must be semi-hard; glossy - It must be designed with the municipal corporate colours - It must have the Municipal Logo, Mission, Vision and Core values and contact details	Each	150
6.	Supply and delivery of branded USB <u>Specification</u> - Capacity: 32GB - Dimension: 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	Each	30
7.	Supply and delivery of branded Key Holders <u>Specification</u> - Material: Zinc Alloy with polished nickel plating - Size: Keyholder – 5.2 cm (L) X 2.3 cm (w) x 0.5cm (h) - Presentation box – 11cm (L) x 5.1 CM X 1.2 cm (h) - Branding Options: Digital Dome Sticker, Laser Engraving	Each	100

FORMAL WRITTEN PRICE QUOTATIONS 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 than 3 months) / lease agreement if renting (signed by both lessor & lessee with valid proof of payment towards lease and current statement of the leased property). Bidders residing in non-billed areas must attach valid proof of residence / letter from Tribal Authority. – **(Compulsory)**.
- Central Supplier Database (CSD) Registration Number.
- Proof of authority of signatory in a company letterhead - **(Compulsory)**.
- All MBD forms are required to be completed in full and signed - **(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 inclusive of costs.
- Price(s) quoted must be firm, in South African Rand and valid for at least 30 days from date of offer.
- 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