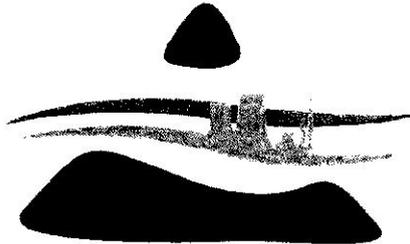


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 019/2022-23

SUPPLY AND DELIVERY OF CORPORATE MATERIALS

CLOSING DATE 29 NOVEMBER 2022 @ 12:00PM

PREPARED FOR/BY:

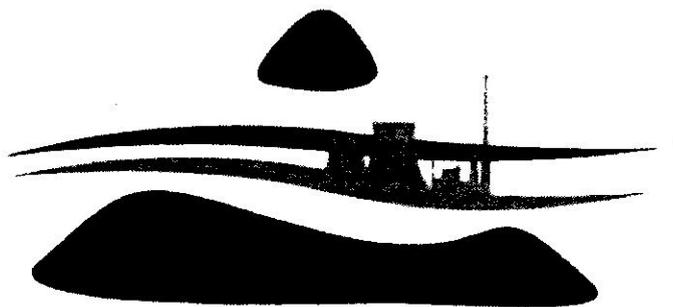
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

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 019/2022-23

Date: 23 November 2022

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 CORPORATE MATERIALS

SPECIFICATIONS

- A2 DESKPAD CALENDARS X 100
- A2 WALL CALENDARS X 200
- TENT CALENDARS X 200
- PERSONALIZED DIARIES X 100

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 29 November 2022 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 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.
- **BBBEE VERIFICATION CERTIFICATE**
- 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.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.
- Certified ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) registration number/summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

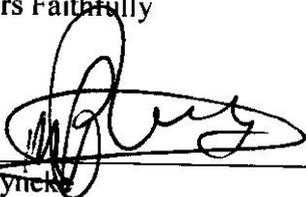
❖ PRICE	80
❖ BBBEE Status	20

*PROSPECTIVE BIDDERS WHO WISH TO CLAIM THIS POINTS ARE REQUESTED TO ATTACH THEIR **BBBEE** 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 R50.00 per copy.

Yours Faithfully



J Reynolds
ACTING CHIEF FINANCE OFFICER