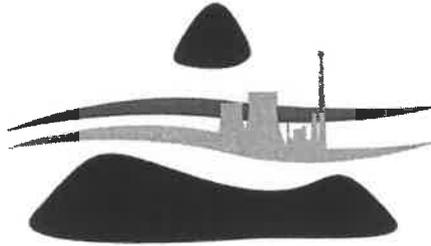


**FEZILE DABI  
DISTRICT MUNICIPALITY**



**BID DOCUMENT**

**NOTICE NO: 060/2023-24**

**SUPPLY AND DELIVERY OF ENVIRONMENTAL AWARENESS MATERIALS**

**CLOSING DATE 17 JUNE 2024 @ 12:00PM**

PREPARED FOR/BY:

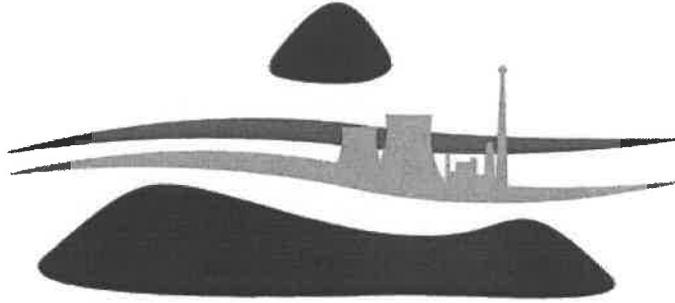
FEZILE DABI DISTRICT MUNICIPALITY  
P.O.BOX 10  
SASOLBURG  
1947

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 060/2023-24**

Date: 10 June 2024

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 ENVIRONMENTAL 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 17 JUNE 2024 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 and 8) failure to complete those forms will led to disqualification.

- Copy of company registration reflecting equity owned by the members and status.
- ALL service providers should complete MBD6.1 form in order to claim points on special goals.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 as 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 not older than six months.

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

- ❖ PRICE 80
- ❖ BBBEE Status 20

<b>Special Goals</b>	<b>Points Allocation</b>
Women owned (more than 50%)	5
Youth owned (more than 50%)	5
Locality (within fezile Dabi District mun)	10

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.**

Your Faithfully



\_\_\_\_\_  
A Mgcina  
CHIEF FINANCIAL OFFICER



## OFFICE OF THE DIRECTOR

### ENVIRONMENTAL HEALTH AND EMERGENCY SERVICES

**DATE:** 15 April 2024  
**DEPARTMENT:** EH & ES  
**COMPILED BY:** Nomalanga Oluranti

### EDUCATIONAL AWARENESS MATERIAL

<i>ITEM DESCRIPTION</i>	<i>ITEM SPECIFICATIONS</i>	<i>QUANTITY</i>
Design and print of educational awareness material	<b>Waste Management</b>  Z-fold Pamphlets      1500 Booklets                    1500 A4 posters                    1500  <b>(information already drafted on MS Word and Ms Publisher Software and will be provided to the service provider)</b>	4500
Educational awareness material and Items	2000 Refuse plastics bags  Black  Heavy Duty	2000
	<b>1 Gazebo</b>  Logo of Fezile Dabi and name of the sub-directorate "Environmental Management"  • Open Size 300x300x230cm	1

- Fabric- Ripstop Canvas 320 gsm with W/C, 550mm
- Frame- 25mm fully galvanised steel frame
- Steel Corners
- PVC carry bag included storm ropes and pegs
- Packed Weight 18.9kg
- Packed Dimension-148x40x40cm

**Colour: Black**

**Tear drops**

Size:

Small: 2.5m Height – Ad Space 1.8 x 1m

Logo of Fezile Dabi

”Environmental Management”

3

**750 ml Water Bottles**

2000

Let’s keep the environment clean”

My Environment Our Environment”

**Bucket Hats**

Colour: Green

Sizes

Small to Large

\* Fezile Dabi DM logo and “My Environment Our Environment (front)

\* “Let’s keep the environment clean” (back)

1500

**Gloves**

Candy Stripe Workers glove

Wrist

T006G725A

1000

Sting bags

2000

Colour: Green

Fezile Dabi DM logo

“Let’s keep the environment clean”

“My Environment Our Environment”

**Round neck T-Shirts**

Colour Green

Sizes: Small to X-Large

1500

Fezile Dabi DM logo (left side)

“Let’s keep the environment clean”

(Front)

“My Environment Our  
Environment”(Back)

Phoofolo

**Mrs G. Phoofolo**

**Director: Environmental Health and Emergency Services**