

Chief Albert Luthuli Municipality

The transparent, innovative, and developmental municipality that improves the quality of life of its people

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OFFICE OF THE MUNICIPAL MANAGER

Enquiries: Mr. Mr M Nkosi

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Date: 02 November 2022

Request for Formal Quotations

CALQ15/2022 SUPPLY AND DELIVERY OF DAIRIES

Chief Albert Luthuli Municipality is hereby requesting quotations for the above-mentioned project.

SPECIFICATION

ITEM	Description	QUANTITY
A4 Executive Diaries	<ul style="list-style-type: none">A4Leather coverPersonalized with executive zip or buckle folders	150
A5 Executive Diaries	<ul style="list-style-type: none">A4Leather coverPersonalized with executive zip or buckle folders	250
A5 Executive Diaries	<ul style="list-style-type: none">Filo Fax	100
	Branding A4, A5 page which carries <ul style="list-style-type: none">Vision, Mission, and Core Values of the Chief Albert Luthuli MunicipalityMayoral Committee & council datesContact details of the Municipality and the municipal MapThe Cover to have full colour logo and the name of the municipalityFirst page must have pictures of all councillors, municipal manager, and heads of departments.	

EVALUATION CRITERIA

The following criteria will be used in the evaluation of these project:

- **First evaluation stage**

Functionality

As this bid calls for a service provision, bids will be evaluated firstly for the ability of the bidder to provide the service. A response to this section is applicable and thus required. Bidders must score at least **70%** to proceed to the **80/20** preference point system of evaluation.

- **Second evaluation stage**

80/20-point system.

This bid is expected to be less than R 50 000 000 and will therefore be evaluated on the 80/20-point system whereby 80 points will be allocated for price and 20 points allocated for BEE.

Stage 1 Functionality

Criterion	Assessment	Points Awarded	Max Score
Company Experience in the services	Company has more than 4 years of experience in the printing services (Attach Company Registration documents)	30	30
	Company has 2-3 years of experience in the printing services	20	
	Company has less than 2 years of experience in the printing services	10	
Layout and design Experience	Company has previously completed 3 or more projects on designing and layout of Diaries or any equivalent work in the past 5 years. (Attach Appointment letter / any proof of appointment/ Purchase order)	40	40
	Company has previously completed 2 or less projects on designing and layout of Diaries or any equivalent work in the past 5 years	20	
	Company has not completed any projects on designing and layout of Diaries or any equivalent work in the past 5 years	10	
Individual Qualifications	Graphic Designer and proof reading (Editing) (Attach Copy of software license for the system)	30	30
	Graphic Designer or only proof reading (Editing) (Attach Copy of software license for the system)	15	
	None of the above	0	
MAXIMUM SCORE:			100

Quotations (Marked 'CALQ15: SUPPLY AND DELIVERY OF DIARIES')

Formal price quotation must be dropped in the **TENDER BOX** at the Head Office, not later than **09 November 2022, 12h00**.

Please attach the following compulsory documents, Tax Clearance Certificate (or SARS PIN CODE) Company Certificate, Certified copy of B-BBEE Certificate, MBD4, MBD 6.2 MBD8, MBD 9, Proof of CSD Registration, Company Profile, and Municipal Rates Account (Not in arrears and Older than 3 Months).

Enquiries regarding the application can be directed to Mr. M Nkosi at (017) 843 4000

MR ME THABETHE (Pr.Tech.Eng)
MUNICIPAL MANAGER