

# Chief Albert Luthuli Municipality

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

## HEAD OFFICE

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## OFFICES ALSO AT

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## OFFICE OF THE MUNICIPAL MANAGER

Enquiries: Mr. Sibeko SS

[SibekoSS@albertluthuli.gov.za](mailto:SibekoSS@albertluthuli.gov.za)

Date: 08 November 2023

### Request for Formal Quotations

### CALQ15/2023 SUPPLY AND DELIVERY OF DAIRIES

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

#### SPECIFICATION

<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>
A4 Executive Diaries	<ul style="list-style-type: none"><li>A4</li><li>Leather cover</li><li>Personalized with executive zip or buckle folders.</li></ul>	150
A5 Executive Diaries	<ul style="list-style-type: none"><li>A5</li><li>Leather cover</li><li>Personalized with executive zip or buckle folders.</li></ul>	250
	Branding A4, A5 page which carries. <ul style="list-style-type: none"><li>Vision, Mission, and Core Values of the Chief Albert Luthuli Municipality</li><li>Mayoral Committee &amp; council dates</li><li>Contact details of the Municipality and the municipal Map</li><li>The Cover to have full colour logo and the name of the municipality.</li><li>First page must have pictures of all councillors, municipal manager, heads of departments.</li></ul>	

#### EVALUATION CRITERIA

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

- The RFQ will be evaluated in terms of the Chief Albert Luthuli Municipality Preferential Procurement policy whereby 80 points will be awarded for price and 20 points will be awarded in terms of the following objectives:
  - Enterprises that are at least 50% women-owned (maximum 5 points)
  - Enterprises that are at least 50% owned by disabled persons (maximum 5 points)
  - Enterprises with at least a 50% ownership by Youth (maximum 5 points)
  - Locality (maximum 5 points)

**Stage 1 Functionality**

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

Quotations (Marked **CALQ14/2023 CALQ15/2023 SUPPLY AND DELIVERY OF DAIRIES**)

Price quotation must be dropped in the **TENDER BOX** at the Head Office, not later than **15 November 2023, 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. SS Sibeko at (017) 843 4000**.

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