



uMGUNGUNDLOVU DISTRICT MUNICIPALITY
QUOTATION REQ02291/2020
ISSUE DATE: 30/06/2020

INVITATION FOR QUOTATIONS FROM APPROVED SUPPLIERS TO DESIGN, DEVELOP AND PRODUCE AWARENESS RAISING PROMOTIONAL MATERIAL FOR THE UMNGENI RESILIENCE PROJECT.

Quotations are hereby invited from approved service providers to provide services as detailed below:

ITEM	DESCRIPTION	QUANTITY
Lanyards	<p>LOGOS: URP logo</p> <p>COLOUR: white background, full colour logo</p> <p>TEXT: "helping communities adapt to climate change. Email: URP@umdm.gov.za"</p> <p>FONT: Trend Sans or Century Gothic or other to be discussed with Project Management Unit</p>	200
Rulers	<p>SIZE: 30 cm x 5 cm</p> <p>COLOUR: Green</p> <p>TYPE: plastic</p> <p>BRANDING: white URP logo</p> <p>TEXT: helping communities adapt to climate change. URP@umdm.gov.za</p> <p>TEXT COLOUR: white</p> <p>FONT: Trend Sans or Century Gothic or other to be discussed with Project Management Unit</p>	100
Pencil cases	<p>SPECIFICATION: Primeline mesh type of pencil case</p> <p>SIZE: 320mm x 110mm</p> <p>COLOUR: various</p>	100

ITEM	DESCRIPTION	QUANTITY
	<p>BRANDING: white URP logo</p> <p>TEXT: Helping communities adapt to climate change. URP@umdm.gov.za</p> <p>TEXT COLOUR: white</p> <p>FONT: Trend Sans or Century Gothic or other to be discussed with Project Management Unit</p>	
<p>Draw-string bags</p>	<p>MATERIAL: Cotton drawstring bags</p> <p>COLOUR: Black</p> <p>TEXT COLOUR: white</p> <p>FONT: Trend Sans or Century Gothic or other to be discussed with Project Management Unit</p> <p>FRONT OF BAG LOGOS: white versions of uMDM logo and the URP logo, plus up to 3 more logos to be added.</p> <p>TEXT: "I am adapting to climate change" or " isiZulu version "Ngingaphila ngaphansi nokushitsha kwesimo sezulu"</p> <p>Made in South Africa</p>	<p>100</p>
<p>T-shirts</p>	<p>COLOUR: Black</p> <p>WRITING COLOUR: White</p> <p>FONT: Trend Sans or Century Gothic or other to be discussed with Project Management Unit</p> <p>FRONT OF T-SHIRT: uMDM logo and URP logo printed</p> <p>BACK OF T-SHIRT "I am adapting to climate change" or " isiZulu version "Ngingaphila ngaphansi nokushitsha kwesimo sezulu"</p> <p>T-SHIRT SPECIFICATIONS: Basic unisex t-shirt, round neck, short sleeves, 165g, Made in South Africa</p> <p>T-SHIRT SIZES:</p> <p>S – 60</p> <p>M – 60</p> <p>L – 20</p> <p>XL – 10</p> <p>XXL – 10</p>	<p>160</p>

Quotations written: **REQ02291/2020 – DESIGN, DEVELOP AND PRODUCE AWARENESS RAISING PROMOTIONAL MATERIAL** marked for the attention of the Municipal Manager Dr. MRB. Ngcobo must be deposited in the tender box situated on the ground floor of 242 Langalibalele Street no later than twelve o'clock (12H00) on the **09 July 2020**, when they will be publicly open. Only quotations placed in the Tender Box shall be accepted.

The Evaluation and Adjudication of the quotations will be done in line with the uMgungundlovu District Municipality's approved Supply Chain and Preferential Procurement Policies on an 80/20 system. The allocation of points will be in line with B-BBEE as prescribed in terms of the Preferential Procurement Regulations 2017, pertaining to the Preferential Procurement Policy Framework Act, Act No.5 of 2000.

Tenderers are required to be registered onto the Central Supplier Database (CSD). A valid SANAS accredited original or certified B-BBEE status level verification certification or affidavit must be submitted in order to claim preference points. Company registration documents must also be provided. Please ensure that the following necessary documentation are attached, i.e.

1. Valid original tax clearance certificate or Tax compliance status pin;
2. Proof of registration with the central supplier database (CSD);
3. Statement of account for the business premises indicating that no municipal service charges are in arrears for longer than 90 days OR in the case where the business premises are leased then a letter from the landlord indicating that no levies are outstanding. Statements or letters from the landlord must not be older than three months from close of advert;
4. MBD 4 – Declaration of Interest;
5. MBD 8 – Declaration of bidders past SCM practices; and
6. MBD 9 – Independent Bid Determination.

Failure to submit the above documentation will disqualify your bid.

uMgungundlovu District Municipality does not bind itself to accept the lowest quotation and reserves the right to accept the whole or any part of the quotation. Prices must be valid for a period of 30 days from close of advert.

Should you have any queries please contact Thembisile Khuzwayo via email: [Thembisile Khuzwayo@umdm.gov.za](mailto:Thembisile.Khuzwayo@umdm.gov.za) as telephonic enquiries are not permitted.



Dr. MRB Ngcobo
Municipal Manager
uMgungundlovu District Municipality