

ENDUMENI MUNICIPALITY

QUOTATION NO: Q32/2018-19 SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL FOR ENDUMENI MUNICIPALITY

SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL FOR ENDUMENI MUNICIPALITY


1.1 As per Specification in document

1. No late submission of quotation will be considered.
2. No quotations sent or submitted by facsimile, telex, telegram or electronic mail will be accepted.
3. The procurement process will be in terms of the Endumeni Supply Chain Management policy as approved by Council
4. The Municipality is not obliged to accept the lowest or any quotation.
5. As per section 38(d) (i) & (ii) of Endumeni Municipality's Supply Chain Management Policy, bidders or any of its directors who are in arrears with their rates and taxes for more than three months or who have failed to perform satisfactorily on a previous contract in the last five years, will not be considered.
6. The supplier, as reference, is required to provide the company profile about the services that had been rendered by the same company to different institutions.
7. Documents for formal written quotation will be available from the **Finance Department – Mr. B.C Sibiya (Bheki), Ms Z. Ngubane or Mr. L.G Sithathu (Lindani)** Room 12, Civic Centre, 64 Victoria Street, Dundee from **7h30 to 15h30**, upon payment of a non – refundable deposit of **R100.00** per set of documents.

For further details/enquiries regarding this project, you are welcome to contact **Ms. S. Jiyana (Silindile)**—at Endumeni Municipality on 087 150 5205 Ext 2316

- **The following documents are to be attached to your quotation document:**
 - **Company Registration Document**
 - **Valid Tax Clearance and Tax Compliance Certificate with pin**
 - **Certified Copy of B-BBEE Certificate or Affidavit B-BBEE**
 - **Certified copies of director's identity document;**
 - **Statement of municipal rates not older than 3 months, Proof of residence for those residing in rural areas.**
 - **Copy of Central Suppliers Database Registration**
 - **Samples of Required promotional material**

Sealed quotations outwardly marked "**Quotation Number: Q32/2018-19,- Supply and delivery of Promotional Material for Endumeni Municipality**" should be deposited into the quotation box on or before **14h00, Wednesday 12 December 2018** at Endumeni Municipal Offices, Civic Centre, 64 Victoria Street, Dundee, for the attention of the undersigned. All quotations will be entered into a register and opened in public.


Mr. S.B Mthembu
Acting Municipal Manager
Endumeni Municipality
Private Bag 2024
Dundee
3000

Notice No:210/2018

06 December 2018