



**UMVOTI MUNICIPALITY
QUOTATION NO. Q 2018/11/28/SDCD**

SUPPLY AND DELIVERY OF CALENDARS AND DIARIES FOR UMVOTI MUNICIPALITY

Quotations are hereby invited in terms of section 18 (a) of the Umvoti Municipality's Supply Chain Management Policy together with section 83 of the Municipal Systems Act, No. 32 of 2000, as amended and read together with sections 110, 111 and 112 of the Municipal Finance Management Act, Act 56 of 2003 for **"SUPPLY AND DELIVERY OF CALENDARS AND DIARIES FOR UMVOTI MUNICIPALITY"**

THE FOLLOWING CONDITIONS WILL APPLY:

- Prices quoted must be valid for at least thirty (30) days.
- Prices quoted must be firm and must be inclusive of VAT
- The quotation will be evaluated in terms of the 80/20 preference point system.
- The successful provider will be the one scoring the highest points.
- Valid original SARS tax clearance certificate and attach the SARS letter with the PIN to verify tax matters;
- MBD forms 2; 3.1; 4 ; 6.1; 8 & 9 (Returnable Schedules)
- Good standing in municipal rates and taxes.
- CK document.
- Original / Certified BBBEE Certificate or Sworn Affidavit
- Certified ID Copies of members/directors not older than 3 months
- Proof for CSD registration.
- Fail to comply with the above will disqualify your bids.
- Suppliers must effect delivery within 10 (TEN) working days of receiving the order
- Where a supplier is unable to deliver within this period, the Municipality must be contacted in writing and the Municipality will determine whether the order will be cancelled or an extension for delivery will be granted.
- Delivery will only be accepted during office hours

QUOTATION DOCUMENTS

Quotation Documents will be available as from **30 November 2018** at Umvoti municipality website or can be requested via email to andile.nene@umvoti.gov.za.

QUOTATIONS SUBMISSION

The quotation must be enclosed in a sealed envelope marked **"SUPPLY AND DELIVERY OF CALENDARS AND DIARIES FOR UMVOTI MUNICIPALITY"** and deposited in the Umvoti Municipality quotations box at the Customer Relations Centre not later than **12H00 on Friday 07 December 2018**. Telegraphic quotation, late quotation and quotation not clearly marked as prescribed will not be considered.

ENQUIRIES

All enquiries shall be directed to **Miss Velile Maphanga** on 033 413 9100 from 08H00 to 16H30.

Umvoti Municipality's Procurement Policy will apply and the Municipality is not bound to accept the lowest quotation or furnish any reason for the acceptance or rejection of any quotation and reserves the right to accept any quotation or part thereof.

**MRS T.N NGIBA
MUNICIPAL MANAGER**

**P.O BOX 71
GREYTOWN, 3250**

NOTICE NO: 4342