

ENGCOBO LOCAL MUNICIPALITY



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P. O. Box 24  
ENGCOBO  
5050

14 October 2021

RFQ

**BID NUMBER: ELM/68/2021/22**

**SUPPLY AND DELIVERY OF INSTITUTIONAL DIARIES AND CALENDERS**

Tenders must be submitted on the original documents and shall remain valid for 30 days after the closing date of the tender. Enquiries pertaining to the completion of the documents can be addressed to Mr.S.Magidiza (SCM Officer) at telephone (047) 548 5628 or [magidizas@engcobolm.org.za](mailto:magidizas@engcobolm.org.za) .

Bid documents containing details and requirements will be available from the **Finance Department, 58 Union Street, Engcobo** upon payment of a **non-refundable** fee of R250.00 for each document (either in cash or by means of an EFT made payable to Engcobo Local Municipality). If paid by an EFT, the reference to be used must be the company name and Bid No. The documents will be available from the **15<sup>th</sup> October 2021**

All offers shall be placed in a sealed envelope clearly marked and deposited in the Council's official Tender Box at 58 Union Street, Engcobo Local Municipality **not later than 12:00 pm, on the 21<sup>st</sup> October 2021** tenders will be opened in public in the Municipal Town Hall.

**MANDATORY DOCUMENTS TO BE SUBMITTED:**

- The statement of municipal account that is not older than three months or a valid Lease agreement **OR** affidavit from SAPS stating that the tenderer is not obliged to pay municipal rates with a letter from a ward councilor confirming that the tenderer hold an office in that particular ward. If the tenderer operates from home and does not pay municipal rates; the owner of the property must write a confirmation letter confirming that the tenderer does not have lease agreement and does not pay municipal rates, together with the proof of property ownership and a certified ID copy.
- It is compulsory to complete and sign the Form of Offer (Therefore failure to complete & sign the form will render the bid invalid).
- B-BBEE certificates issued by SANAS or an approved body or original certified sworn affidavit must be attached, certification not older than 3 months (**No points allocation for Non-Submission**).
- If JV is applicable, the JV must submit a consolidated B-BBEE certificate.
- JV agreement must be signed by both parties and each JV partner must complete and sign MBD 1,4,8 and 9 forms
- Bidders must submit proof of registration with Central Supplier Database (CSD) and MBD 1,4, 8 and 9 forms are compulsory submission.
- The 80/20 point system will apply.

- Failure to meet the minimum specified requirements will result in the tender being considered non – responsive.
- NB: No bids will be considered from persons in the service of the state (as defined in the Municipal SCM Regulations).
- Complete tenders must be deposited in the tender box at the office of the Engcobo Local Municipality, 58 Union Street, Engcobo, in a sealed envelope, clearly marked with Bid No. and Description.
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Bids received after the published closing time will not be considered and will be immediately returned to the bidder, unopened.
- All bids to be addressed to the Municipal Manager.

  
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**MR. MOYO**  
**MUNICIPAL MANAGER**