



PORT ST JOHNS
MUNICIPALITY
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ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
20 June 2022	Mrs.N Baleni-Gxumisa 079 890 4517	PSJLM-2021/22 Ref 31	28 – 06 - 2022 @11:00 AM

ADVERT FOR SUPPLY AND DELIVERY OF ELECTRONIC VERSION BRANDING MANUAL

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for supply and delivery of Electronic Version Branding Manual.**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **28 June 2022 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for B-BBEE verification level and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1 Form MBD 4 Form, MBD 6.1, MBD 7.2, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- i) Attach Rates clearance statement which is not later than 90 days obtained from your respective Municipality or lease agreement signed by both parties. If exempted, please attach letter of exemption from your respective Municipality's revenue office to proof that the bidder as per the Municipality's valuation roll does not own any property which is not later than 90 days
- j) Attach Compliance Tax Pin for verification on SARS website
- k) Attach certified Copy of B-BBEE Verification Level certificate only approved by SANAS OR DTI approved Sworn Affidavit must be attached and should have original stamp of



commissioner. (Failing to attach will not lead to disqualification but will lose points of BBBEE)

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price =80

Maximum at the BBBEE verification level=20

Pre-requisite

Attach surety signed for Financial Assistance of SMME's from Accredited Registered Financial Institutions (Letter must be signed and stamped) OR Attach a letter from the Bank on a letterhead signed and stamped by the bank with rating from A – G (**failure to attach will lead to disqualification**).

SPECIFICATION FOR CORPORATE BRANDING MANUAL

1. Development and production of a Corporate Branding Manual

Description: This work will include the development of content and will be produced in two versions, electronic and hard copies

Pages: +/- 30 pages.

Colour: Full Colour

Size: A5

Quantity: 20 Hard Copies

Kindly contact Ms. Z Mahanjana on 082 302 3509 for more clarity regarding specification during office hours.

Yours in developmental local government



Mr H.T Hlazo
(Municipal Manager)

Date 14/06/2022

