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27 AUGUST 2020

**REQUEST FOR QUOTATION**  
**ALL PROSPECTIVE BIDDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE DESIGN AND PRINTING OF MUNICIPAL DIARIES 2021**

ITEM	DESCRIPTION	QUANTITY	DETAILS OF OFFER
1.	Executive A4 diaries <ul style="list-style-type: none"> <li>• Grey /Blue two toned with municipal logo on cover and personalized</li> <li>• 4 pages full color gloss inserts on 135 gsm with highly visible council and senior management pictures</li> </ul>	120	
	Ordinary A5 diaries <ul style="list-style-type: none"> <li>• Grey/Blue A5 diaries with municipal logo on cover</li> <li>• 4 pages full color gloss inserts on 135gsm with highly visible council and management pictures</li> </ul>	240	

**The following documents are compulsory for all Bidders:**

- CSD report not older than three (3) months
- Certified BBBEE certificate not older than three (3) months (for preference point scoring system 80/20)
- Attach **MBD4, MBD 6.1, MBD8 and MBD9** downloadable from Municipal website, [www.blouberg.gov.za](http://www.blouberg.gov.za)
- The Master Registration Number or Tax compliance status pin or a valid copy of tax clearance certificate

***[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]***

- Preference point system, (80/20) where 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

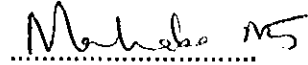
***[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]***

**The following condition will apply:**

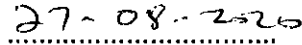
- Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)
- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M(015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution

***[NB This regulation must not be read as affecting a person's rights to approach a court at any time]***

All quotations must be submitted in a sealed envelope marked "DESIGN AND PRINTING OF MUNIICIPAL DIARIES at procurement office before/on the 04 September 2020 at 12H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, Mr Moruthane P and P Makgoshing for SCM related matters on 015 505 7100.



Machaba Junias  
Municipal Manager



Date