

**INVITATION TO QUOTE – BEY-SCM-264**

**SUPPLY AND DELIVERY OF BRANDING/PUBLICITY MATERIAL**

Quotations are hereby invited from prospective suppliers for:

|  |
| --- |
| **BRANDING/PUBLICITY MATERIAL** |
| Item | Description  | Q |
| FLAG | Standard Corporate branded flag | 10 |
|  | 1200 x 1800mm |  |
|  |  |  |
| OUTDOOR DISPLAY | Gazebo (branded) | 5 |
|  | Aluminium structure / 3x 3m |  |
|  | Folding table (750 x 1800 x 740mm) | 5 |
|  | Branded table cloth (2,4 X 1,4) | 5 |
|  | Branded director’s chair (foldable) | 10 |
|  | Pop-up banner | 5 |
|  | Sharkfin banner (single sided branded) 3m | 10 |
|  |  |  |
| SIGNAGE | Chromodeck signage with Aluminium frame | 7 |
|  | (1200 x 2000mm) |  |
|  |  |  |
| INDOOR DISPLAY | Branded media wall (3000 x 2250mm) | 5 |
|  | Executive Pull-up banner (850 x 2000mm) | 10 |
|  |  |  |
| STATIONERY | Branded pens (one colour logo – one position ) | 50 |
|  | Writing pads with cover (A5 – 30 pages) | 50 |
|  | Executive branded folder – leather (A4) logo emboss one position | 5 |
|  | Branded conference zip folder (A4) logo screen-print one position  | 20 |
|  |  |  |
| CLOTHING  | Corporate branded silk tie | 100 |
|  | Corporate branded scarves (Ponji 220 x 156mm) | 50 |
|  | Branded reflective jackets (logo and personalised name) | 10 |
|  | Branded reflective jackets (logo) | 10 |
|  |  |  |
| PROMOTIONAL | Licence disk stickers (branded) | 100 |
|  | Branded lanyards  | 100 |
|  |  |  |
| STICKERS | Logo on vinyl sticker (600 x 450) | 50 |

***Branding should be as per corporate identity guidelines of the Dr Beyers Naude Municipality which are available on request from Mr H Hendricks.***

Quotations must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY-SCM-264**", not later than **12h00 on Wednesday, 2nd of June 2021** and will be opened in public immediately thereafter.

**Note**

1. Faxed, e-mailed or late quotations will not be accepted.
2. Price to include VAT (if registered for vat) and disbursement costs involved with the project.
3. The tender will be evaluated on 80/20 system.
4. All suppliers must be registered on the **CENTRAL SUPPLIER DATABASE**. Log onto[**www.csd.gov.za**](http://www.csd.gov.za)for registration.
5. Most recent CSD registration reports must be submitted.
6. **Attached declaration of interest form needs to be completed.**
7. SARS Verification pins to be supplied.
8. No upfront payments
9. General conditions (National Treasury) will apply
10. Bidders should deem themselves unsuccessful if not contacted within two weeks after closing
11. A current certified Municipal (rates & services) clearance certificate to be submitted.
12. A current certified BBBEE status level certificate must be submitted in order to claim preference points.
13. Council is not bound to accept the lowest or any tender and reserves the right to accept any tender or part thereof.
14. For further details contact, **Mr H. Hendricks a**t 082 821 9112

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state[[1]](#footnote-1)\*.

1. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positionin relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: …………………………………………………………………………

3.2 Identity Number: …………………………………………………………………

3.3 Company Registration Number: …………………………………………………

3.4 Tax Reference Number: …………………………………………………………

3.5 VAT Registration Number: ………………………………………………………

3.6 Are you presently in the service of the state**[[2]](#footnote-2)\*** **YES / NO**

 3.6.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

3.7 Have you been in the service of the state for the past **YES / NO**

 twelve months?

* + 1. If so, furnish particulars.

………………………………………………………………

………………………………………………………………

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

3.8.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

…………………………………………………………….

…………………………………………………………….

## YES / NO

## YES / NO

3.10 Are any of the company’s directors, managers, principal **YES / NO**

 shareholders or stakeholders in service of the state?

3.10.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

* 1. Are any spouse, child or parent of the company’s directors, **YES / NO**

managers, principal shareholders or stakeholders in service

of the state?

3.11.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

# CERTIFICATION

**I, THE UNDERSIGNED (NAME**) ………………………………………………………………………

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE**

**FALSE.**

………………………………….. ……………………………………..

 Signature Date

…………………………………. …………………………………………………………………………….

 Position Name of Bidder

1. [↑](#footnote-ref-1)
2. **\*** MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;

an official of any municipality or municipal entity;

an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

a member of the accounting authority of any national or provincial public entity; or

an employee of Parliament or a provincial legislature. [↑](#footnote-ref-2)