

**INXUBA YETHEMBA  
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /  
LOCAL MUNICIPALITY**

P O Box 24  
CRADOCK  
5880  
TEL : +27(0)48 801 5000  
FAX : +27(0)48 881 1421



P O Box 55  
MIDDELBURG  
5900  
TEL : +27(0)49 842 1337  
FAX : +27(0)49 842 1310

*"A coherent developmental municipality putting people first and providing a better life for all its citizens"*

**REQUEST FOR QUOTATION**

<b>To:</b>	<b>ALL PROSPECTIVE SERVICE PROVIDERS</b>
<b>Project Name:</b>	<b>SUPPLY AND DELIVERY OF PULL UP BANNERS, BACKDROP BANNERS, TROPHIES AND FRAMED CERTIFICATES</b>
<b>Requestor:</b>	<b>INXUBA YETHEMBA MUNICIPALITY</b>
<b>QUOTATION NO.</b>	<b>IYM04/10/2023Q</b>
<b>NOTICE NO.</b>	<b>180/2023</b>
<b>Advert Date:</b>	<b>10 OF OCTOBER 2023</b>
<b>Closing Date:</b>	<b>17 OF OCTOBER 2023</b>

**SPECIFICATION**

**SPECIFICATION AND PRICING SCHEDULE: SUPPLY AND DELIVERY OF PULL UP BANNERS, BACKDROP BANNERS, TROPHIES AND FRAMED CERTIFICATES**

No.	Description of Goods or Service	Quantity	Unit Price	Total Price
1	Pull up Banners 850mm x 2m	2		
2	Back Drop Banners 3m x 2.25	2		
3	Agoo13c Acrylic Trophy ➤ Engraved logo ➤ Engraved plate	27		
4	A4 Wooden Framed certificates	10		
	Vat @ 15%			
	<b>TOTAL</b>			

**Evaluation criteria**

The quotes will be evaluated using the 80/20 preferential point system.

- 20 points will be allocated as follows:

**Locality: 50%**

Locality	Number of Points 80/20
Enterprise within Inxuba Yethemba Local Municipality	10

Enterprise within Chris Hani District Municipality	8
Enterprise within Eastern Cape	5
Enterprise within South Africa	2
Enterprise from outside of South Africa	0

- Municipal Account must be submitted for points to be allocated.

#### **BBBEE: 50%**

- 10 points will be allocated to 100% Black owned firms
- BBBEE certificate/ sworn affidavits must be submitted for points to be allocated.

#### Payment for Services

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

#### **General**

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of VAT.
- Certified copies of identity documents of directors.
- Quotations must be signed or annexed with a company stamp.
- Bidders to supply municipal utility bill or lease agreement reflecting status of accounts.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.
- Quotations to be valid for 60 days from the closing date.
- IYM reserves the right to award the quotation in full or part thereof.
- CSD report must be submitted
- SARS Pin or Tax compliance certificate

**Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points.**

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: IYM04/10/2023Q (**SUPPLY AND DELIVERY OF PULL UP BANNERS, BACKDROP BANNERS, TROPHIES AND FRAMED CERTIFICATES.**) which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock, 5880, **before 12 pm on the closing date 11<sup>TH</sup> of October 2023. No email submissions will be allowed.**

For inquiries regarding the Request for Quotation, please contact the Project Manager, Mr. L September 0488015004 or email [ssilwana@iy.gov.za](mailto:ssilwana@iy.gov.za)

**All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website: [www.csd.gov.za](http://www.csd.gov.za).**

Should you have SCM-related inquiries please contact the **Supply Chain Management Unit;**

- Tandelwetu Petelo (048) 801 5159 or email [tpetelo@iy.gov.go](mailto:tpetelo@iy.gov.go)

**CLOSING DATE: 17 OF OCTOBER 2023 AT 12H00**