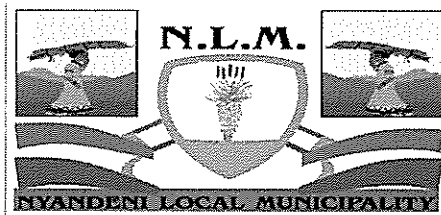


NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE
POSTAL ADDRESS:
 Private Bag X 504
 5160



Tel: 047 5555 024
 047 5555 000
 047 5550 278
 Fax: 047 555 0202

"Deciding with the people, not for the people"

Date: 06 March 2019

REQUEST FOR QUOTATIONS

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	SUPPLY AND INSTALLATION OF TOURISM EXHIBITION STALL
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 08/2019
SITE CLARIFICATION MEETING (COMPULSORY):	NONE
QUOTATION TO BE DELIVERED BY:	15 March 2019 @ 12H00

SPECIFICATION OF ORDER

Nyandeni Local Municipality invites suitable and qualified service providers for Supply and Installation of Tourism Exhibition Stall.

TERMS OF REFERENCES

1. Secure space to exhibit (12 square meters)
2. Branding stall with Nyandeni Local Municipality colours i.e. sky blue colour; rust/orange and green
3. Shell scheme executive
4. Print a Hitenstile Fabric Cladding to cover the 3 x 4 exhibition stand
 - 4.1 Dimensions
 - Wall 1 2450mm high x 2950mm wide
 - Wall 2 2450mm High x 3950mm wide
5. Appointed service provider will use the existing stand design

FURNITURE RENT-Expo furniture rental includes:

1. 2x2 seater couch white in color
2. 2x Barstools
3. 1xCocktail meeting table

4. 38" flatscreen TV with USB video playback
5. 4 chairs with square table
6. Access to electronic plugs
7. BEV COOL- Beverage (24'-Mixed flavours)
8. BEV WATER - Beverages (Water)
9. FOOD- Assorted food platters and snacks
- 10.1 X Brochure Rack
11. Provide a visitor book / register
12. Arrange and confirm time for Local Tourism advertising

REQUIREMENTS

1. Must have an experience in print media and advertising
2. Must be an authorized agent for T3

- **PROPOSAL CONTENT**

The proposal should contain at least the under-mentioned content.

- **Project Budget and Pricing**

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain **valid for 60 days** after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered to be the final project budget. No escalation of costs shall be allowed for, for the duration of the project.

- **Conflict of Interest**

Nyandeni Local Municipality expects the consultants to observe the highest standards of ethics during the execution of this contract and reserves the right to terminate the contract at any stage if it is determined that these standards have been or may become compromised.

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.

Quotations will be evaluated on price and preference in terms of the **80/20** point system.

The following documents are to be submitted with the Quotation:

- A copy of Entity Registration Documents.
- A Detailed Company Profile (with relevant past experience)
- Completed Database Registration Form (if not currently registered with Nyandeni Local Municipality)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)

- Declaration of Interest (MBD4)
- MBD 8 and MBD 9
- Proof of Professional Registration (Agent for T3)
- Billing Clearance Certificate or Statement of Municipal Accounts.
- Entity Tax Compliance Status PIN & Entity Tax Reference Number (in writing, either on the company profile or any entity document with a letterhead or as issued by SARS)
- An original or certified copy of B-BBBEE certification or Original Affidavit.
- It should be noted that failing to attach the BBBEE Status Level Certificate will result in the 20 preference points not being awarded
- **Delivery time and availability of stock** must be indicated in the quotation e.g., delivery will take place within five working days after the date of purchase order.
- **Registration on the Central Supplier Database (CSD) is compulsory (proof of registration should be provided in writing)**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000(PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Proposals will be evaluated based on the following criteria of 80/20

Price- 80 Points

B-BBBEE Status Level Contribution -20 Points

Quality (functionality) will be evaluated based on the following:

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Experience & Expertise relevant to the job	15	Max 5	75
Sound Methodology	15	Max 5	75
TOTAL	30		150

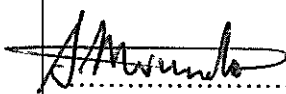
Where: 1 = Poor; 2 = Acceptable; 3 = Good; 4 = Very Good; 5 = Excellent

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NLM 08/2019 – SUPPLY AND INSTALLATION OF TOURISM EXHIBITION STALL" which will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on 15 March 2019.

For technical enquiries, please contact Ms. B. Ngqongwa at (047) 555 5000/67, and/or Mr. G. Cekwana at (047) 555 5000/06 during working hours.

All bidders who are not registered in the Nyandeni Local Municipality database should submit their database registration forms upon quotation submission.

No late or incomplete quotations will be considered. The only or lowest quotation submitted shall not necessarily be accepted.



 MRS. N. NOMANDELA
 MUNICIPAL MANAGER

