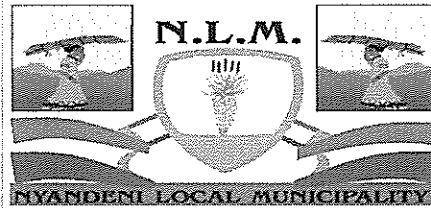


# NYANDENI LOCAL MUNICIPALITY

**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: 24 August 2022

## REQUEST FOR QUOTATIONS

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	SUPPLY AND DELIVERY OF ADOBE CREATIVE CLOUD SOFTWARE
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 20/2022
SITE CLARIFICATION MEETING (COMPULSORY):	NONE
QUOTATION TO BE DELIVERED BY:	31 August 2022 @ 12H00

### SPECIFICATION OF ORDER

Quotations are requested from experienced service providers for **Supply and Delivery of Adobe Creative Cloud Software**.

### DETAILED SPECIFICATION

Proposals are requested from service providers to supply and deliver Adobe creative Cloud all apps as per the specifications below amongst others:

- Ability to design posters, branding, leaflets, pamphlets and adverts.
- Three- user license
- Photoshop image editing and design
- Ability to edit, organize, store, and share photos.

### GENERAL CONDITIONS

- Items must be delivered within thirty (30) days.
- Penalties for failure to deliver in good time will be enforced.

- **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 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.
- Detailed Company Profile (with relevant past experience)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- 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 (With clear expiry dates)
- Declaration of Interest MBD4, MBD 8 and MBD 9
- Billing Clearance Certificate/ Statement of Municipal Accounts or Directors proof of residence from ward councilor for non-rates payers (not older than 3 months)
- A certified copy or Original BBBEE Status Level Certificate or original affidavit
- Original Tender Document
- Completed data base registration form (if not currently registered with Nyandeni Local Municipality)
- In case of a joint venture (JV), Entity Tax Compliance Status PIN & Entity Tax Reference Number of both partners should be submitted as well as a JV agreement signed by both parties
- It should be noted that failing to attach the BBBEE Status Level Certificate will result in the 20 preference points not being awarded
- **Registration on the Central Supplier Database (CSD) is compulsory (proof of registration should be provided in writing).** (not older than 3 months)
- **The provisions of Preferential Procurement Regulations 2017 will apply**
- Tenders submitted are to hold good for a period of **90 days**.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000(PPFA) 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:

**EVALUATION CRITERIA**

Criteria	Weight	Value 1-5	Max Possible Score
<b>Experience relevant to undertake the job-</b> Same projects that were successfully conducted. Please attach signed proof for the completion of such projects.	15	Max 5	75
<b>Methodology-</b> A detailed plan with time frames on how long will it take to deliver and full compliance with terms of reference	15	Max 5	75
<b>Total</b>	<b>30(TW)</b>		<b>150 (MPS)</b>

Tenderers will be evaluated for functionality and those who score equal or more than 60% will be considered for price

Formal written price quotations should be submitted in a sealed envelope, clearly marked "**QUOTATION NLM 20/2022 – SUPPLY AND DELIVERY OF ADOBE CREATIVE CLOUD SOFTWARE**" which will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on **Wednesday, 31 August 2022**.

For technical enquiries, please contact Ms. B. Nodada at (047) 555 0000/46 and/or Mr. S. Mvunelo at (047) 555 5000/07 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.



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**Ms. Z. Masumpa**  
**MUNICIPAL MANAGER**  
**Nyandeni Local Municipality**  
**Private Bag x 504**  
**LIBODE, 5160**