



Date of Advert: **20 NOV 2020**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/376/20-21

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business quoting the abovementioned quotation number not later than Wednesday, **24 NOVEMBER 2020 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR faxed to: 034 271 6148** for the attention of the SCM Office.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must be registered in the Municipal Suppliers Database or CSD.
- Bidders must complete MBD4 (Declaration of Interest) FORM AND MBD 6.2 obtainable from the municipal SCM office and submit it with their quotations.
- It is the responsibility of the service provider to comply with DTI designated and determined stipulated threshold of 100% -steel products
- Please note that the exchange rate that is used for this RFQ is - 20 NOVEMBER 2020 @ 12:00.
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- Quotations between **R30 000** and **R200 000** will be evaluated using **80/20** preferential system.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tel: 034 271 6108 / 25

sszulu@nguthu.gov.za

QUOTATION NUMBER: SCM/294/20-21

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	SERVICE PROVIDER TO DESIGN,SUPPLY AND INSTALL BILLBOARDS	05
	PUPOSE : THE PRIMARY PURPOSE OF THE PROJECT IS TO APPOINT THE SERICE PROVIDER WHO WILL DESIGN,PRINT,SUPPLY AND INSTALL THE BILLBOARDS FOR THE MUNICIPALITY	
	THIS ITEM WILL AID TO ASSIST THE MUNICIPALITY WITH REGARDS TO MARKETING AS IT WILL BE SITUATED ALONG ALL FOUR ENTRANCES OF THE TOWN AND ONE IN THE FOUR WAY STOP(MAIN ROAD)	
	INSTALLATION BILLBOARDS MUST BE : <ul style="list-style-type: none">• 6m x 4m frame advertising billboard.• 2 strong painted steel pillars(frames)• Angle Profiles and foot plates to reinforce concrete foundation.• Size of the poles must be 6m high.• 05 double sided billboards	
	PLACES TO BE INSTALLED <ul style="list-style-type: none">• In all 4 entrances of Nquthu town• One in 4 way stop (main road)	
	INFORMATION BOARD THAT WILL BE MOUNTED IN THE BILLBOARD STRUCTURE: <ul style="list-style-type: none">• 10 CORRUGATED BOARDS(2 X 50• 8 BOARDS WILL HAVE THE MAYORS PICTURE,DESIGNATION ,LOGO,MOTO AND THE MESSAGE.• 2 BOARDS WILL HAVE EXECUTIVE(MAYOR,SPEAKER & DEPUTY MAYORS)PICTURE,DESIGNATIONS,LOGO,MO TTO AND THE MESSAGE.	
	LAYOUT OF THE BOARD <ul style="list-style-type: none">• Service provider to design,print,supply and install the information board.• Full colour vinyl (protected from fading due to sun)• Size 6m X 4m• It must be in high resolution• Service provider must has to ascertain correct sizes prior to printing and installation• Information that will be printed in the billboard will be supplied by the municipality	

	<ul style="list-style-type: none"> • It is the responsibility of the service provider to design and upscale to correct size. • Material : full colour print on PVC with eyelids • The double sided billboards will be installed in all 4 Nquthu Town entrances 1 in the 4 way stop(Main Road) • This board must be installed in the way that they must be easily removable if the municipality wants to change the message. 	
	<p>BOTH MUST BE WRITTEN:</p> <ul style="list-style-type: none"> • SIYAKWAMUKELA KUMKHANDLU WASENQUTHU. • MUST HAVE THE MAYOR’S PICTURE,NAME AND DESIGNATION • MUNICIPALITY LOGO • HAVE THE MUNICIPALITY MOTTO (PHAMBILI NGENTUTHUKO ENQUTHU) • SETHEMBE IN RED IN THE MIDDLE BELOW THE MOTTO • FIRST MESSAGE: SETHEMBE NGOKUBAMBISANA SIYAYINQOBA ICORONA • SCOND MESSAGE: SICELA SIBAMBISANE SIGNINE INQUTHU IHLANZEKILE 	
	<p>NB : THE APPOINTED SERVICE PROVIDER MUST HAVE THE RELEBANT EXPERIENCE ON SUPPLY,DESIGN,PRINT,INSTALL AND MOUNTED BILLBOARDS.(i.e PLEASE INCLUDE PURCHASE ORDER OR APPOINTMENT LETTER WITH REFERENCE LETTER T) TO BE CONSIDERED FOR THIS PROJECT.</p>	
	<p>THE DEIGN AND PICTURES OF THE BILLBOARD MATERIAL MUST BE SUBMITTED TO THE MUNICIPALITY FOR APPROVAL.</p>	

DELIVERY ADDRESS:

i * MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.