



VHEMBE DISTRICT MUNICIPALITY

REQUEST FOR QUOTATIONS

REQUEST FOR PROCUREMENT OF DIARIES FOR 2024.

QUOTATION NUMBER: RFQ/VDM/CORP/10/10/2023/01

Quotations are hereby invited from service providers for the appointment of Service provider for the procurement of diaries for 2024

Quotation documents will be available on the 11th of **October 2023** and can be obtained in a non-refundable amount of **R406.00** per bid document at the cashier's office, Ground Floor, Vhembe District Municipality offices or freely download at National Treasury E-tender.

NB: Compulsory Briefing Session will be held at the entrance of Vhembe District Municipality Offices on the 16th of October 2023 at 10h00.

The following information should be included in the quotation:

- CSD Summary report
- Tax Clearance Certificate or Tax Clearance compliance letter
- Company registration certificate
- Proof of purchased tender document receipt, for only purchased document
- Proof that the bidder's municipal business account or any of the directors of the company's municipal account is not in arrears (N.B. Municipal clearance not older than three months) or a letter from traditional authority indicating that you are not paying rates and taxes.
- Quotations shall be evaluated on an 80/20 point scoring system and in line with sec18(e) & (f) of SCM policy and para 4.1 of municipal preferential procurement policy 2022

Specific goals for 80/20 will be allocated as follows

NO	SPECIFIC GOALS	POINT ALLOCATION	VERIFICATION DOCUMENT
1	HDI	10	CSD
2	Locality	4	CSD(04 points within the district,02 points within Limpopo Province, and 01 point within South Africa)
3	Youth	02	ID or CSD

4	Women	02	ID or CSD
5	Disability	02	Medical Certificate should be attached

NB: All service providers /bidders are requested to pre-number and initial their tender documents before submission.

No bid will be accepted from a person in the service of the state

NB: Quotations for the above should be enclosed in an envelope marked,

REQUEST FOR PROCUREMENT OF DIARIES FOR 2024.

QUOTATION NUMBER: RFQ/VDM/CORP/10/10/2023/01

Quotations must be placed in the bid box next to the entrance of Vhembe District Municipality's offices not later than **19TH of October 2023 at 12H00**, where the quotations will be opened for the public in the Municipal offices.

Quotations may also be posted to the Private Bag X5006, Thohoyandou, 0950 to reach before the above-mentioned time and date. The municipality will not be responsible for quotations not received or received late by mail.

Administrative enquiries may be directed to the Supply Chain Practitioners of Vhembe District Municipality at (015) 960 2000 or at (015) 960 2075 while Corporate services enquiries may be directed to Mulaudzi N.C at 015 960 2153

Municipal Manager

KUTAMA Z.N