



**PORT ST JOHNS**  
MUNICIPALITY  
OUR HERITAGE. OUR PEOPLE

## RE – ADVERTISEMENT REQUEST FOR QUOTATIONS

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
16 March 2023	Mrs.N Baleni-Gxumisa 079 890 4517	PSJLM-2022/23 Ref 23	27 – 03 - 2023 @11:00 AM

### Supply and delivery of Library Prizes for build-up event

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Supply and delivery of Library Prizes for build-up event**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **27 March 2023 at 11h00 AM.**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, where 20 points will be for a specific goal and 80 points will be for price.
- The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Attach a detailed Central Supplier Database report and **Fill in New MBD 1, MBD 4, MBD 6.1, MBD 7.2, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- Attach Rates clearance statement of a company or its directors which is not older than 90 days obtained from your respective Municipality or valid signed lease agreement by both parties Lessee and Lessor. If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not older than 90 days
- Attach Compliance Tax Pin for verification on SARS website

**Failure to comply with these conditions will invalidate your offer.**

### Evaluation Criteria for this procurement will be as follows:

Price = 80  
Youth and Rural Areas = 20



Youth = 10 (Attach ID and Central Supplier Database Report to attain points)  
 Rural = 10 (Attach Letter of Ward Councillor from bidders respective municipality to attain points and this will also be verified on CSD report as well)

**Pre – requisite for Bidders to be evaluated for Functionality Assessment**

Bidders must attach Bank Guarantee - Bank rating letter which is stamped and signed it must be on the letter head of the bank with bank rating from A – G OR Attach letter from Accredited Registered Financial Institutions assisting SMME's with Finances the letter must be signed and stamped. (Failure to attach will lead to disqualification)

**SPECIFICATION FOR BUILD UP EVENT PARTICIPANTS PRIZES**

ITEM	QUANTITY	DESCRIPTION	SIZE
Tablets	4	Tab A (8.0-inch LTE,) Bright: 1280 X 800-pixel display with 16:10 screen ratio. Memory: 21.3 Dimension: (HxWxD, MM) 210.0 X 124.4 X 8.0 Weight: 347 Install sim card Color: Black/White	
Back bags	15	Large back bag branded with PSJ logo Written: <b>Library and Information services.</b> Colour : Navy and Red	Large
Calculator	10	Scientific calculator (Casio)	medium
Juice Bottle	25	Stainless steel bottle Branded with PSJ Logo Colour: Silver and Blue	1L

Enquiries regarding the specification of these items kindly call Ms Somtsewu on 064 756 8643

ISSUED BY

  
 \_\_\_\_\_  
 MR M. Fihlani  
 MUNICIPAL MANAGER

16/02/2023  
 DATE

