



VHEMBE DISTRICT MUNICIPALITY

REQUEST FOR QUOTATIONS

REQUEST FOR VHEMBE DISTRICT MUNICIPALITY LETTER HEADS.

QUOTATION NUMBER: RFQ/VDM/CORP/11/10/2024/01

Quotations are hereby invited from service provider for procurement of letter heads.

Quotation documents will be available on **14th OCTOBER 2024** and can be obtained in a non-refundable amount of **R430.00** per bid document at the cashier's office, Ground Floor, Vhembe District Municipality offices or freely download at National Treasury E-tender Document.

NB: Compulsory Briefing Session will be held at the entrance of Vhembe District Municipality Offices on the 16th OCTOBER 2024 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 VHEMBE DISTRICT MUNICIPALITY LETTER HEADS.”
RFQ/VDM/CORP/11/10/2024/01**

Quotations must be placed in the bid box next to the entrance of Vhembe District Municipality's offices not later than **22nd OCTOBER 2024 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 Technical enquiries may be directed to Maringa B.J, under the Office of Municipal Manager Kutama Z.N at (015) 960 2170 during office hours

Municipal Manager

KUTAMA Z.N