

ENDUMENI LOCAL MUNICIPALITY
Q 48- 2024-25
**SUPPLY AND DELIVERY OF CALENDARS AND DIARIES FOR ENDUMENI LOCAL
MUNICIPALITY FOR YEAR 2025**

1.1 As per Specification in document

1. No late submission of quotation will be considered.
2. No quotations sent or submitted by facsimile, telex, telegram, or electronic mail will be accepted.
3. The procurement process will be in terms of the Endumeni Supply Chain Management policy as approved by Council.
4. The Municipality is not obliged to accept the lowest or any quotation.
5. **All bidders must sign the delivery register situated by reception or with security.**
6. As per section 38(d) (I) & (ii) of Endumeni Municipality's Supply Chain Management Policy, bidders or any of its directors who are in arrears with their rates and taxes for more than three months or who have failed to perform satisfactorily on a previous contract in the last five years, will not be considered.
7. The supplier, as reference, is required to provide the company profile about the services that had been rendered by the same company to different institutions.
8. Documents for formal written quotation will be available from the **Finance Department –Mr S Sonpal (Sunil), Miss H Khathi Room 14, Civic Centre, 64 Victoria Street, Dundee** from 08h00 to 15h30, upon payment of a non – refundable deposit of R100.00 per set of documents.

For further details/enquiries regarding this project, you are welcome to contact **Miss Khetho Zungu** at the Endumeni Municipality on **034 212 2121 – Ext 2291**

The following documents are to be attached to your quotation document:

- o **Company Registration Document.**
 - o **Valid Tax Compliance Certificate with pin**
 - o **Original Certified copies of director's identity document not older than 3 months.**
 - o **Statement of municipal rates not older than 3 months, Proof of residence for those residing in rural areas or Lease agreement.**
 - o **Lease agreement together with Statement of Municipal rates, not older than 3 months**
 - o **Copy of a Detailed Central Suppliers Database Report.**
- **Should the bidder not attach the abovementioned supporting documents then his/her quotation will not be considered.**

Sealed quotations outwardly marked "Quotation Number: :Q:48/2024-25 "SUPPLY AND DELIVERY OF CALENDARS AND DIARIES FOR ENDUMENI LOCAL MUNICIPALITY FOR YEAR 2025 at Endumeni Municipal Offices, Civic Centre, 64 Victoria Street, Dundee, for the attention of the undersigned. All quotations will be entered into a register and opened in public.



Mr. S Ntombela
Municipal Manager
Endumeni Municipality
Private Bag 2024
Dundee
3000

Notice No: 198/2024

Date: 18.11.2024