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**MATATIELE LOCAL MUNICIPALITY**

**REQUEST FOR QUOTATIONS**

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| **ADVERTISED ON:**  | **MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE** |
| **TENDER DESCRIPTION** | **BID NO.** |
| **SERVICE PROVIDER FOR DIGITAL MULTIMEDIA CONTENT PRODUCTION** | **2023/2024-88** |
| **PUBLISHED DATE:** | **29/09/2023** | **CLOSING DATE:** | **09/10/2023** |
| **CLOSING TIME:**  | 10h00: Tenders will be opened immediately thereafter, in public at Matatiele Local Municipality Mountain View BTO Offices R56 |
| **AVAILABILITY OF TENDER DOCUMENTS** |
| Bid Documents will be available on Municipal Website as from 03 October 2023 |
| **TENDER SUBMISSION RULES:** |
| * Tenders must be completed in accordance with the tender conditions and tender rules contained in the tender document.
* The tender document and compulsory attachments/supporting documents must be placed in a sealed envelope and externally endorsed with: Tender Number; Description and Closing Date of the Tender.
* Tender documents must only be submitted on the tender document issued by Matatiele Local Municipality

Tender documents must be completed in blank ink only. |
| **MANDATORY DOCUMENTS- FAILURE TO SUBMIT ANYONE OF THEM WILL INVALIDATE YOUR TENDER OFFER.** |
| ●A confirmation from SARS with a verification PIN ●Proof of Central Supplier Database (CSD) registration- a full report printed ●Completed of all MBD 1-9 Forms and its Annexures in full as attached in tender document ●Ethics Commitment Form ●Authority to sign Form Prices quoted must be firm and must be inclusive of VAT ●Original Certified I.D. Copies of Managing Directors / Owners ●Joint Ventures Agreement signed by all parties involved. |
| ●Tenders will be evaluated in terms of Matatiele Local Municipality Supply Chain Management ●Policy Preferential Procurement Policy Framework Act No.5 of 2000 ●Section 217 of the Constitution Act No 108 of 1996 |
| **EVALUATION CRITERIA** |
| The Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act is 80/20 in line with the Preferential Procurement Policy Framework Act (PPPFA) of November 2022 |
| **80/20 Evaluation Criteria**

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| **Preferential Goals**  | **80/20** | **Documents required for verification** |
| **Maximum Points** | **20** |
| Goal 1- Ownership (Historically Disadvantaged Individuals-HDI) | 6 | ID Copy of the owner/director and CSD |
| Goal 2- Youth Ownership 14-35 Years (MLM Enterprises) | 6 | CSD, ● Proof of municipal accounts or ●Proof of residence signed by ward councillor or ●Affidavit |
| Goal 3- Women Ownership | 4 | ID Copy of the owner/director and CSD |
| Goal 4-Disability Ownership | 2 | ID Copy of the owner/director and CSD |
| Goal 5-Rural Enterprises | 2 | CSD, ● Proof of municipal accounts or ●Proof of residence signed by ward councillor or ●Affidavit |
| **Tender Price** | 80 |
| **TOTAL** | **100 POINTS** |
|  **TENDER ENQUIRIES** |
| All SCM enquiries relating to this bid must be directed to Z.C Matolo, e-mail: zmatolo@matatiele.gov.za during office hours (07h30 – 16h00) weekdays. All Technical enquiries relating to this bid must be directed to Mr L. Walaza, e-mail: LWalaza@matatiele.gov.za during office hours. |
| **TENDER DISCLAIMER** |
| The Matatiele Local Municipality reserves the right not to appoint a contractor on highest points scored. Value for money, past experience and functionality will be the key determinants of appointment. *The Municipality will not make any award to a person or persons working for the state, or failing to possess relevant credentials as stipulated in the tender requirements.* **Bidders are warned not to accept any person who request any amount for award for this bid, it is a scam and fraud, that person must be reported to the nearest police station.** |

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