



# LEJWELEPUTSWA DISTRICT MUNICIPALITY

*Office of the District Municipal Manager*

Cnr. Jan Hofmeyer & Tempest Road

P.O. Box 2163

WELKOM

9460

**RFQ NO. 589/04/2024**

**REQUEST FOR EVENTS MANAGEMENT COMPANY WHO WILL PROVIDE SIGNAGE  
FOR THE LEJWELEPUTSWA DISTRICT MUNICIPALITY'S ENTRY POINT**

Lejweleputswa District Municipality hereby request for events management company who will provide signage for the Lejweleputswa District Municipality's entry points.

**Specification is available Lejweleputswa District Municipality website, e-Tender portal and municipal SCM offices**

Quotations must be submitted on the letterhead of your business and must be hand delivered or posted for the attention of:

Mr. M.K Macholo  
Lejweleputswa District Municipality  
Supply Chain Management Unit  
CNR Jan Hofmeyer and Tempest Road,  
Welkom  
9460

**The Following Conditions will apply:**

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- This bid will be evaluated in terms of the **80/20** preference point system in terms of LDM Preferential Procurement Policy of 2022 and Supply Chain Management Policy, and for this purpose the **MBD1, MBD4, MBD6.1, MBD8** and **MBD9** must be scrutinized, completed and submitted together with your bid. **Non-adherence to this request will lead to disqualification.**
- In order to claim preference points for specific goals. **1. B-BBEE** (10) a valid original or certified B-BBEE status level verification certificate (SANAS accredited) or a sworn affidavit completed on the DTI format must be submitted to validate the claim. **2. Locality** (10) The tenderer shall submit a Municipal Billing Clearance Certificate/municipal rates and service charges statement (not in arrears for more than 90 days), if renting a lease agreement and owner's copy of up-to-date municipal rates and service charges (not in arrears for more than 90 days). Should the tenderer not be based in the Lejweleputswa District Municipality, he shall submit a Municipal Billing Clearance Certificate issued by the municipality in which he/she is based.
- A valid SARS Tax Clearance Certificate and the tax compliance status pin to be submitted. It is the responsibility of the bidder to ensure that the company's Tax Status remains **compliant** at **ALL** times.
- The National Treasury Central Supplier Database Summary report must be submitted.

**NB: No proposals will be considered from the person in the service of the state.  
No late proposals will be considered.**

Enquiries: Technical - Mr. K. Mqoke -  
SCM - Mr. M.K Macholo -

([khaya@lejwe.co.za](mailto:khaya@lejwe.co.za))

057 108 5000

([malemoha@lejwe.co.za](mailto:malemoha@lejwe.co.za))

057 108 5000

Closing date: **16 April 2024 @ 16:00 pm**

Mr. M.L MAKHETHA

DISTRICT MUNICIPAL MANAGER

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	<b>RFQ NO. 589 -04-2024</b>	CLOSING DATE:	<b>16/04/2024</b>	CLOSING TIME:	<b>16:00</b>
DESCRIPTION	<b>REQUEST FOR EVENTS MANAGEMENT COMPANY WHO WILL PROVIDE SIGNAGE FOR THE LEJWELEPUTSWA DISTRICT MUNICIPALITY'S ENTRY POINTS.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7). BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):</b>					

LEJWELEPUTSWA DISTRICT MUNICIPALITY Cnr JAN HOFMEYER AND TEMPEST ROAD WELKOM 9460	<b>OR</b>
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**BID RESPONSE DOCUMENTS MAY BE POSTED TO:**

<b>ACTING MUNICIPAL MANAGER</b> LEJWELEPUTSWA DISTRICT MUNICIPALITY Cnr JAN HOFMEYER AND TEMPEST ROAD WELKOM 9460
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**SUPPLIER INFORMATION**

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	<b>TCS PIN:</b>		<b>OR</b>	<b>CSD No:</b>
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SCM	CONTACT PERSON	Mr. Mqeke
CONTACT PERSON	M.K Macholo	TELEPHONE NUMBER	(057) 108 5000
TELEPHONE NUMBER	(057)108 5000	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

**SIGNATURE OF BIDDER:** .....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....

**DATE:** .....

### **Specification for branding**

1. Procure, design and install Municipal branding
2. Stick to our official colours
3. Print and discuss the final Sample with communication unit
4. Create a cohesive identity that reflects our values, culture and aspirations while also appealing to residents, visitors and potential investors
5. The branding implementation plan will be in phases but the Municipality is not forced to utilise one service provider

### **Specification for signage material**

1. Procure, design and install signage across the district especially from the entry points
2. Ensure consistency, functionality, and aesthetic appeal
3. Conduct a comprehensive assessment of the district's signage needs,
4. Develop a signage plan that identifies the types of signs required
5. Design signs using durable materials that withstand weather conditions, vandalism, and wear over time.
6. Obtain necessary permits and approvals from relevant dept before installing signage, and documentation for future reference.
7. Implementation plan will be in different phases but does not bind the Municipality to utilize one service provider
8. Discuss the final samples with the communication unit