



STEVE TSHWETE LOCAL MUNICIPALITY

TENDER NO.: BS04/05/2026

CLOSING DATE: 30/06/2026 AT 12H00

APPOINTMENT OF A PANEL OF MAXIMUM TWO (02) SERVICE PROVIDERS FOR PROVISION OF GRAPHIC DESIGN, ANIMATION AND PROMOTIONAL PRINTING SERVICES FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for APPOINTMENT OF A PANEL OF MAXIMUM TWO (02) SERVICE PROVIDERS FOR PROVISION OF GRAPHIC DESIGN, ANIMATION AND PROMOTIONAL PRINTING SERVICES FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED.

Tender documents will be obtainable from the 02/06/2026, from Legal & Administration Department, Room B207, Municipal Building, Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050, Tel: (013) 249-7365 & Fax: (013) 243-2550 against payment of a non-refundable tender amount of **R850,00**. Only payments made in cash or debit/credit card will be accepted.

Fully completed tender enclosed in a sealed envelope marked "TENDER NO. BS04/05/2026: APPOINTMENT OF A PANEL OF MAXIMUM TWO (02) SERVICE PROVIDERS FOR PROVISION OF GRAPHIC DESIGN, ANIMATION AND PROMOTIONAL PRINTING SERVICES FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED" with the name of the tenderer, shall be deposited in the tender box provided at the Steve Tshwete Local Municipality on the 1 st floor, Room B207, Civic Centre, Corner Walter Sisulu and Wanderers Avenue, Middelburg, before 12H00 on 30/06/2026. The tenders will be opened in public.

A non-compulsory clarification meeting will take place on 10/06/2026 starting at 10:00, at Mayor's Parlour, 2nd Floor, Civic Center, Cnr Walter Sisulu Street & Wanderers Avenue, Middelburg, 1050

*Bidders will be evaluated on functionality whereby **70 points** has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the conditions of tender in the tender document, read in conjunction with the supply chain management policy of Steve Tshwete Local Municipality where **80 points** will be allocated in respect of price and **20 points** in respect of Specific Goals. Tenderers must have the necessary skills, experience and capacity to perform the required work.*

No awards will be made to a person:

- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

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| | | BIDDER | WITNESS | EMPLOYER | WITNESS |

The following documents have to be attached as **Annexure A** (Bidders that fail to submit documents indicated as compulsory will be disqualified)

- Copy(ies) of share certificate(s) and certified copy of medical certificate (where necessary) – Non-Compulsory (failure to submit no points will be awarded)
- Copy of company registration certificate (CK) - Compulsory
- Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder’s tax compliance status- Non-Compulsory
- Copy of current municipal account (not older than 3 months) or copy of Lease Agreement (and Landlord’s municipal account) – Compulsory
- CSD summary report – Non-Compulsory
- Joint Venture Agreement (In case of a Joint Venture) – Compulsory
- Joint Ventures must be registered on CSD as Joint Venture
- All forms must be filled in full – Compulsory
- Audited annual financial statements for the past 3 years - Compulsory

SM Mnguni
MUNICIPAL MANAGER
 Steve Tshwete Local Municipality
 Municipal Civic Building
 Wanderers Avenue
MIDDELBURG
 1050

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