P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

Bid No: SCM 20/2026/27

Supply Chain enquiries: 016 973 8740/3/4 & 8611/12/55/71

Date: 09 November 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, PRODUCE, SUPPLY, BRAND AND DELIVER PROMOTIONAL AND AWARENESS MATERIALS FOR USE BY THE METSIMAHOLO LOCAL MUNICIPALITY DISASTER MANAGEMENT UNIT, FOR ON AS AND WHEN REQUIRED BASIS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **16 November 2026 before 11H00 AM** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report.**
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement where the company is the lessee.**
- The bidder must attach at least **01 signed reference letter for previous work done in Government Institution, related to the scope of work, on the client's letterhead.**

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price (80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

SCOPE OF WORK

The appointed service provider/supplier shall be required to design, produce, supply and, brand and deliver promotional and awareness materials for use by the Metsimaholo Local Municipality Disaster Management Unit. The scope shall include:

Design and branding

- Incorporation of the official Metsimaholo Local Municipality and Disaster Management Logo branding. These logos should be requested from the Municipal Disaster Management Unit.
- Development of professional and visually accessible designs.
- Designs must be approved by the Municipal Disaster Management Unit before mass production.

Promotional materials

- The supplier may be required to provide; Branded bottled water, Branded gazebos, Branded camp/chair-style promotional chairs, Branded umbrellas, Branded drawstring bags, Branded stationary pack, Branded tablecloths, Branded teardrop flags, Branded tablecloths; Clipboards Durable clipboards

Awareness materials

- Branded stationary pack
- Branded lanyards
- Branded keyrings

Printing and finishing

- High-quality full-colour printing
- Weather-resistant printing for outdoor materials where applicable.
- Professional cutting, binding, lamination and finishing.
- Appropriate packaging of materials

SPECIFICATION

1. Branded bottled water 500 ml ; professionally branded with Metsimaholo Local Municipality and Disaster Management branding and Municipal Emergency numbers (016) 973 8643.

2. Branded gazebos Heavy-duty with removable sidewalls, weather-resistant gazebo; 3 m x 3 m; foldable; waterproof UV-resistant canopy; carry/storage bag; professionally branded on roof panels and/or valances; suitable for outdoor community awareness activities; Metsimaholo Local Municipality and Disaster Management logo and Municipal Emergency numbers (016) 973 8643 printed

3. Branded camping/champ chairs Heavy-duty folding chair; durable steel/aluminium frame; weather-resistant fabric; foldable and portable; carry bag; Metsimaholo Local Municipality and Disaster Management logo and branding printed.

4. Branded teardrop flags with poles; artwork to contain Disaster Management awareness messages “Disaster Management is Everyone’s Business”; Metsimaholo Local Municipality and

Disaster Management logo and branding and Municipal Emergency numbers (016) 973 8643 printed

5. Branded tablecloths High-quality, durable fabric; suitable for standard trestle/exhibition tables; white tablecloth with Metsimaholo Local Municipality and Disaster Management logo and branding printed; tablecloth must be washable and reusable.

6. Branded umbrellas Large, heavy-duty promotional umbrellas; suitable for outdoor events; Metsimaholo Local Municipality and Disaster Management logo and Municipal Emergency numbers (016) 973 8643 branding printed

7. Branded drawstring durable promotional bags suitable for distributing awareness materials; Metsimaholo Local Municipality and Disaster Management logo and Municipal Emergency numbers (016) 973 8643 branding printed; adequate size to accommodate pamphlets, notebooks and other educational material.

8. Branded lanyards; Multicolour neck strap keychain, detachable clasp; with Metsimaholo Local Municipality and Disaster Management logo and branding and Municipal Emergency numbers (016) 973 8643 printed

9. Clipboards Durable clipboards; A4 Masonite material, multicolour; suitable for registration, assessments, surveys and training activities.

10. Branded stationery packs; which must contain pencil case, pen, pencil, ruler, eraser and A5 notebook, whistle, emergency contact card containing Municipal Emergency numbers (016) 973 8643; packaged as a disaster awareness training pack; Metsimaholo Local Municipality and Disaster Management logo and branding printed

P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

Item no.	Description	Minimum Specification
1.	Branded bottled water 	500 m, sealed, municipality/Disaster management
2.	Branded gazebos and removable sidewalls 	Heavy-duty
3.	Branded camping/champ chairs 	Heavy-duty folding chair
4.	Branded teardrop flags with poles 	Artwork to contain Disaster Management awareness messages
5.	Branded tablecloths	Durable fabric; suitable for standard trestle/exhibition tables;

P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

6.	Branded umbrellas Large 	Heavy-duty; suitable for outdoor events
7.	Branded drawstring bags 	Suitable for distributing awareness materials
8.	Branded lanyards 	Multicolour neck strap keychain, detachable clasp
9.	Clipboards Durable clipboards 	A4, Masonite material, multicolour
10.	Branded stationery packs 	Space case, pencil, pen, ruler, eraser, A5 notebook, whistle, emergency contact card