



ALFRED NZO
DISTRICT MUNICIPALITY

**SPECIFICATION FOR
DESIGN, PRINT & DELIVERY OF BRANDED DIARIES, LINE JOURNALS, DESK
CALENDARS & WALL CALENDARS)
2025/2026 FINANCIAL YEAR**

1. Item	Description	Quantity	Unit Price
1. Diaries	TYPE: A4 PVC DIMENSION: 23,5cm x 18cm x 25cm COLOUR: Maroon, Green, Blue and Black MATERIAL: Soft Leather touch NB: On the cover, the diaries must have Name, Designation, Customer Care Line and the Municipal Logo, all in full cover UVDTF.	80	
2. A5 Line Journals	TYPE: A5 Line Journal with elastic	700	

	DIMENSION: 13.5cm x 21cm COLOURS: Maroon, Green, Blue and Black MATERIAL: Soft Leather touch On the cover, the journals must have Customer Care Line and Municipal Logo all printed in gold		
3. CALENDARS	Branded and designed Wall calendars A1 size in full colour with wall mounting holes Branded and designed Desk Calendars A2 size with corner plastic cover	250 100	
	Total exclusive VAT		
	VAT @15%		
	Total inclusive VAT		

NB: Service provider will have to bring the sample of each item to communications unit for approval before final printing of diaries and calendars. Service provider must submit artwork for approval before printing in bulk.

Price and Preference

Bids will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
Bidders will score Specific Goals as follows		

Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	2
Disabled	Attach a Signed Letter from Health Practitioner	4
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	3
Total Scoring		100

SUBMISSION OF BIDS

Completed bids in sealed envelopes endorsed Bid number above, must be deposited in the bid box at Alfred Nzo District Municipality offices, Erf 1400, Ntsizwa Street, Mt Ayliff not **later than stipulated time and date**, where bids will be opened in public shortly afterwards at ANDM Conference Centre. Late, incomplete, electronic, telegraphic, telexed, faxed bids will not be considered. The lowest or any proposal will not necessarily be accepted and Alfred Nzo District Municipality reserves the right to accept or not to accept any proposal either in whole or in part. And any assistance in completing partly or full the proposal from ANDM Official or Councillor will result in disqualification of bid.

For any queries regarding this tender, please contact **Miss Yamkela Mhlaluka/Mr Walaza** for project related queries; on **(039) 254 50227** or; **060 672 5551/ 066 483 4605** during office hours.

Supply Chain Management contact for SCM related queries **Mr.B.C.W. Makiwane** at telephone number **039-254-5218/5134** during office hours.

Alfred Nzo District Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

RECOMMENDED/ NOT RECOMMENDED



20/11/2025

M. KHAMBULA

DATE

ACTING DIRECTOR STRATEGIC GOVERNANCE

APPROVED/NOT APPROVED



24/11/2025

DATE

ZAMILE H. SIKHUNDLA

MUNICIPAL MANAGER

Comments:

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