



ALFRED NZO
DISTRICT MUNICIPALITY

**SPECIFICATION FOR
DESIGN, PRINTING AND DELIVERY OF MUNICIPAL PUBLICATIONS
2025/26 FINANCIAL YEAR**

SPECIFICATION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
01	Design, layout, translation print, and delivery of municipal newsletter A4 size to the main offices of the district Newsletter to be translated in IsiXhosa and Sesotho	5 000 per quarter		
02	Design, layout, translation print, and delivery of municipal leaflets A5 size to the main offices of the district	2000 per quarter		

	Leaflets to be printed back-to-back			
03	Design, layout, translation print, and delivery of municipal A3 size COREX POSTERS for Did You Know to the main offices of the district	500 for a year		
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

NB: Google translated products will not be accepted (Newsletter, leaflets and posters)

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 **Mr. A. Giyose /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



18/11/2025

M. KHAMBULA

DATE

ACTING DIRECTOR STRATEGIC GOVERNANCE

APPROVED/NOT APPROVED



18/11/2025
DATE

ZAMILE H. SIKHUNDLA

MUNICIPAL MANAGER

Comments:

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