Ngwathe Local Municipality
Liebenbergstrek
Parys
9585
Tel: (056) 816-2700

SUPPLY CHAIN MANAGEMENT UNIT

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Ngwathe Local Municipality is hereby inviting service providers to submit on the following:

Date advertised: 27 October 2026 – Closing Date: 03 November 2026

Closing Time: Tuesday, @12H00

DESCRIPTION	QUANTITY	CONTACT PERSON	BID NO
Advertisement: Request for Procurement of PPE and Safety Boots for newly appointed DFFE Participants and Youth Environmental Graduates	**210**	Mr. ME Mosibi 073 517 9496	38 (10/2026)
Advertisement: Request for Procurement of Digital Equipment for Communications Office. **Specifications:** - Drone: DJi Mini 5 Pro (fly mode combo) - Dji Osmo 360 adventure combo **(x2)** - Dji Mic 3 x 2 - Handheld Rig x gimbal stabilizer **(x2)** - Dji Ronin SC Gimbal **(x2)**		Mr. S Naale 071 680 4700	39 (10/2026)
Advertisement: Request for Procurement of Digital Camera Combos for Communications Office. **Specifications:**		Mr. S Naale 071 680 4700	40 (10/2026)

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<tr>
<td>- CANON EOS R5 camera body
- Canon flashlight
- Canon RF 70-200mm f2.8L IS USM Z lens
- Canon RF 24-70mm f2.8L IS USM lens
- Canon EOs 90D Camera with RF 24-50mm f4.5-6.3
- SanDisk extreme compact flash memory card 128 gig up to 120MB/s X 2</td>
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<td>Advertisement: Request for Procurement of Branding Materials for Communications Office.

Specifications:
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<tr><th>No.</th><th>Branding Material</th><th>Quantity</th><th>Purpose / Application</th></tr>
<tr><td>1</td><td>Standard Branded (Wall) Banners curved 6m x 3m</td><td>8</td><td>General municipal events, public notices, launches and community engagements.</td></tr>
<tr><td>2</td><td>Cluster Flag Fountain – 4-Flag Set</td><td>8</td><td>Outdoor visibility and municipal events.</td></tr>
<tr><td>3</td><td>A-Frame Banners – 1m x 3m</td><td>6</td><td>Portable indoor and outdoor event signage.</td></tr>
<tr><td>4</td><td>Sharkfin / Teardrop Banners – 4m</td><td>20</td><td>High-visibility outdoor branding, used individually or in clusters.</td></tr>
<tr><td>5</td><td>Pop-Up Banners</td><td>8</td><td>Indoor and outdoor promotions, meetings, exhibitions and events.</td></tr>
<tr><td>6</td><td>Slimline / Wall Banner – 6m x 6m</td><td>8</td><td>Large-format branding for major events and programmes.</td></tr>
<tr><td>7</td><td>Slimline Wall Banner – 3m x 3m</td><td>8</td><td>Medium-format event and programme branding.</td></tr>
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<td></td>
<td>Mr. S Naale
071 680 4700</td>
<td>41 (10/2026)</td>
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	8	Slimline Pull-Up Banners – 1m x 3m	10	Portable branding for meetings, exhibitions and public engagements.			
	9	3D Display / Spinning LED Lantern Banners – 2m x 6m	8	Outdoor and indoor branding requiring high visibility and 360-degree display.			

Contact Numbers: (056) 816 2700
Contact Person: Richard Malamule
Email address: richardm@ngwathe.co.za

Specification

Detailed specifications can be obtained from Bid documents available at Liebenberg trek, Parys at Supply Chain Office Management Office.

Instructions dealing with the depositing of quotations:

Address a sealed envelope clearly marked with the **quote no**: description **and closing date** to "Supply Chain Management Unit", PO Box 359, Parys,9585 or Deposit it in the Tender Box situated at Liebenberg trek, Parys, **outside the main building**

Instructions on Purchasing of Document

Amount: R100.00 none refundable

PLEASE NOTE:

- Ngwathe Local Municipality procurement policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Procurement threshold of goods or services equal or above R30 001 up to R300 000;
- Late, emailed or faxed quotations will not be considered;
- quotations submitted are to hold good for the period up until to 90 days;
- All persons in the service of the state are not allowed to bid;
- 80/20 preferential procurement point system will be used to evaluate the quotes;

Categories	%Pricing Max Points (80)
Lowest quotation per Supplier will score	80

- Proof of shareholding certificate should be submitted;
  Contracting with persons, or categories of persons, historically disadvantaged by unfair

discrimination on the basis of race, gender or disability

Categories	% Locality Max Points (10)
Woman	10
Youth	10
Disability	10
Man	0

- Proof of locality must be submitted, if, required in order to claim point(s) for locality; **Local labour, and/ or promotion of enterprise located in the municipal area**

Local area of supplier	% Locality Max Points (10)
Within the boundaries of the Ngwathe Local Municipality	10
Within the boundaries of Fezile Dabi District Municipality	6
Within the boundaries of the Free State Province	4
Outside of the boundaries of the Free State	0

- Valid Original Company Tax Clearance and Tax Compliance Status Pin letter;
- Proof of Registration on Central Supplier Database and summary thereto printed;
- Proof of Municipal account not in arrears for 90 days/ lease agreement and account of landlord;
- Company registration certificate as issued by Company and Intellectual Property Commission;
- Proof that the entity is in good standing at SARS as per CSD report;
- Identity Copy/s of the shareholder/s, certified not older than 3 months.

Mr S.D Phetoane
Chief Financial Officer