



REQUEST FOR QUOTATION

REQUEST DATE:	06/10/2026																						
DEPARTMENT:	OFFICE OF THE MM																						
RFQ number	RFQ 26-27/05																						
CLOSING DATE:	15/10/2026 at 10:30am																						
COMPULSORY REQUIREMENTS	1. Valid tax compliance status pin 2. MBD 4 fully completed and signed 3. Proof of CSD registration																						
Other requirements	The 80/20 preference point system will be applicable. 80 points for price and 20 points for specific goals. Annexure "A" is attached as an indication of how specific goal points will be calculated																						
BRIEFING SESSION:	N/A																						
RFQ ENQUIRIES:	SCM OFFICE 058 913 8300																						
SUBMISSION OF QUTES:	Complete Quotations must be hand delivered and deposited in the RFQ box before the closing date and time by using any of the following addresses: Physical address (1): c/o Kuhn & Prinsloo street, Vrede, 9835 at supply chain office Physical address (2): 41 Piet retief street warden 9890 at cashier office Physical address (3): 48 Voortrekker street memel 2970 at cashier office Postal address: Private bag X5 vrede 9835																						
DESCRIPTION OF GOODS/SERVICES:	<table border="1"> <thead> <tr> <th>DESCRIPTION : Supply and delivery</th><th>QUANTITY</th></tr> </thead> <tbody> <tr> <td>2.2mLantern banner</td><td>4</td></tr> <tr> <td>3mx3m Gazebo</td><td>2</td></tr> <tr> <td>Boomba Jackets (medium)</td><td>3</td></tr> <tr> <td>6.0Mx2.25m Backdrop(wall banner)</td><td>2</td></tr> <tr> <td>1.2Mx2.0m Pull-up banners</td><td>4</td></tr> <tr> <td>2mX3m A-frame banners</td><td>4</td></tr> <tr> <td>3mX2m Table cloths</td><td>4</td></tr> <tr> <td>T-shirts(medium)</td><td>3</td></tr> <tr> <td>Branded bips (one size fits all)</td><td>10</td></tr> <tr> <td>1.8Mx0.75m Folding white Tables</td><td>2</td></tr> </tbody> </table> Delivery point : Vrede	DESCRIPTION : Supply and delivery	QUANTITY	2.2mLantern banner	4	3mx3m Gazebo	2	Boomba Jackets (medium)	3	6.0Mx2.25m Backdrop(wall banner)	2	1.2Mx2.0m Pull-up banners	4	2mX3m A-frame banners	4	3mX2m Table cloths	4	T-shirts(medium)	3	Branded bips (one size fits all)	10	1.8Mx0.75m Folding white Tables	2
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CONDITIONS

- Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000 and all its regulations) & the municipality's Supply Chain Management Policies and Procedures
- It is the company's responsibility to submit supporting documents to earn points for specific goals. Failure to do so will result in the company scoring 0 points for specific goals.
- The MBD 4 *must* be completed and submitted with the quotation. If the forms are incomplete or not attached the quotation will be disqualified
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder
- To participate in the municipality's quotation process for the procurement of goods and/or services, vendors **MUST** be registered and compliant on the central supplier database (CSD).
- Prices quoted must include delivery charges and goods must be delivered to the address indicated on the RFQ page.
- The municipality reserves the right to increase or reduce the quantity.
- It is the bidder's responsibility to ensure that the quote reaches the municipality in time. Late quotations will not be accepted

DULY SIGNED

Reviewed by:
Mr NF Ralebenya
CFO

DULY SIGNED

Approved by:
Mrs GPN Mhlongo-Ntshangase
Municipal Manager

“Annexure A”

Allocation of specific goals points for procurements and income generating transactions below R50 000 000.00 (80/20) preferential point system and above R50 000 000.00 (90/10) preferential points system

The municipality will utilise at least 1 or more specific goal(s) criteria in its procurement process for transactions with a value of R2000, 00 and above.

The specific goal(s) will be determined per bid by the municipality. The table below will be used as a guide for allocating points. Where more than 1 specific goals are used the municipality will allocate points proportionately

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAYBE CLAIMED (80/20)	TOTAL NUMBER OF POINTS THAT MAYBE CLAIMED (90/10)	EVIDENCE TO BE SUBMITTED TO SUBSTANTIATE POINTS CLAIMED
5. locality of supplier	Within the boundaries of Phumelela local municipality	20	10	• Municipal account in the name of the bidder or • Lease agreement in the name of the bidder or • A letter of confirmation of address signed by the ward councilor in rural areas
	Within the boundaries of Thabo Mofutsanyana district (outside PLM)	12	6	
	Within the boundaries of the free state (outside TMD)	8	4	
	Outside the boundaries of the Free State	1	1	

1. EXECUTIVE WALL BANNER (BACKDROP) - WHITE



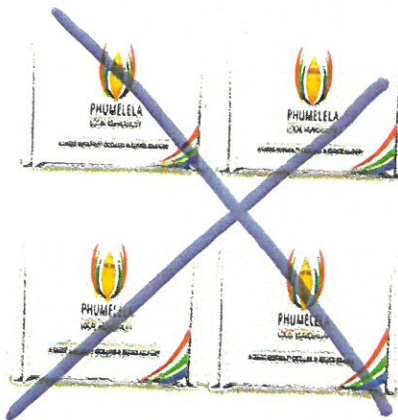
1. EXECUTIVE WALL BANNER (BACKDROP) - WHITE



2. PULL-UP BANNERS



3. TABLECLOTHS



4. HALF-WALL GAZEBO



5. A-FRAME BANNERS (POP-UP)

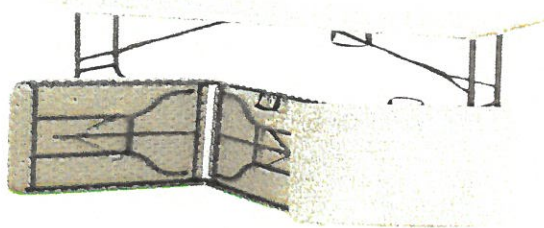


6. LANTERN BANNERS (FLAG)



5. A-FRAME BANNERS (POP-UP)





Tables (QUANTITY: 2)

JACKET DESIGN - COMMUNICATIONS OFFICER (YOURS)

FRONT

BACK



EMBROIDERY SPECIFICATIONS

JACKET COLOUR	White
EMBROIDERY TYPE	Embroidered Only
LOGO	Full Colour Embroidery
TEXT COLOUR	Black
FONT	Arial Bold / Block Font
FRONT TEXT SIZE	1.5 - 2 cm Height
BACK TEXT SIZE	4 - 6 cm Height
LOGO SIZE (FRONT)	8 - 9 cm Width
LOGO SIZE (BACK)	10 - 12 cm Width

LOGO (FOR REFERENCE)



FRONT - RIGHT CHEST (NAME & POSITION)

FRONT - LEFT CHEST (LOGO)

BACK - FULL VIEW

MRS MNM PHASHE
Communications Officer



COMMUNICATIONS

EXACT DETAILS - JACKET 1 (COMMUNICATIONS OFFICER)

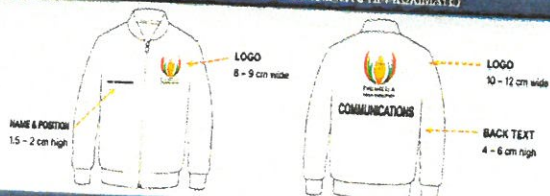
FRONT

BACK

- Left Chest: Phumeela Local Municipality Logo
- Right Chest:
 - First Line: MRS MNM PHASHE
 - Second Line: Communications Officer

- Centre Back: COMMUNICATIONS

PLACEMENT GUIDE (ALL MEASUREMENTS APPROXIMATE)



PHUMEELA LOCAL MUNICIPALITY | OFFICE OF THE MUNICIPAL MANAGER | COMMUNICATIONS UNIT

NOTES FOR SUPPLIER

- Supply White Bomber Jackets
- All branding must be high quality embroidery only
- Logo to be embroidered on the left chest and centre back
- Name and position to be embroidered on the right chest
- Text to be embroidered in black thread

Jackets (SIZES: MEDIUM) QUANTITY: 1

JACKET DESIGN - COMMUNICATIONS OFFICER (YOURS)

FRONT



BACK



EMBROIDERY SPECIFICATIONS

JACKET COLOUR	White
EMBROIDERY TYPE	Embroidered Only
LOGO	Full Colour Embroidery
TEXT COLOUR	Black
FONT	Arial Bold / Block Font
FRONT TEXT SIZE	1.5 - 2 cm Height
BACK TEXT SIZE	4 - 6 cm Height
LOGO SIZE (FRONT)	8 - 9 cm Width
LOGO SIZE (BACK)	10 - 12 cm Width

LOGO (FOR REFERENCE)



FRONT - RIGHT CHEST (NAME & POSITION)

COMMUNICATIONS OFFICER

FRONT - LEFT CHEST (LOGO)



BACK - FULL VIEW

COMMUNICATIONS

EXACT DETAILS - JACKET (COMMUNICATIONS ONLY)

- JACKET COLOUR: White
- LINING COLOUR: Orange (inner lining)
- ZIP: Silver
- POCKETS: 2 side pockets with snap buttons
1 sleeve pocket with zip
- CUFFS & HEM: Ribbed knit
- FABRIC: Water-resistant polyester

PLACEMENT GUIDE (ALL MEASUREMENTS APPROXIMATE)

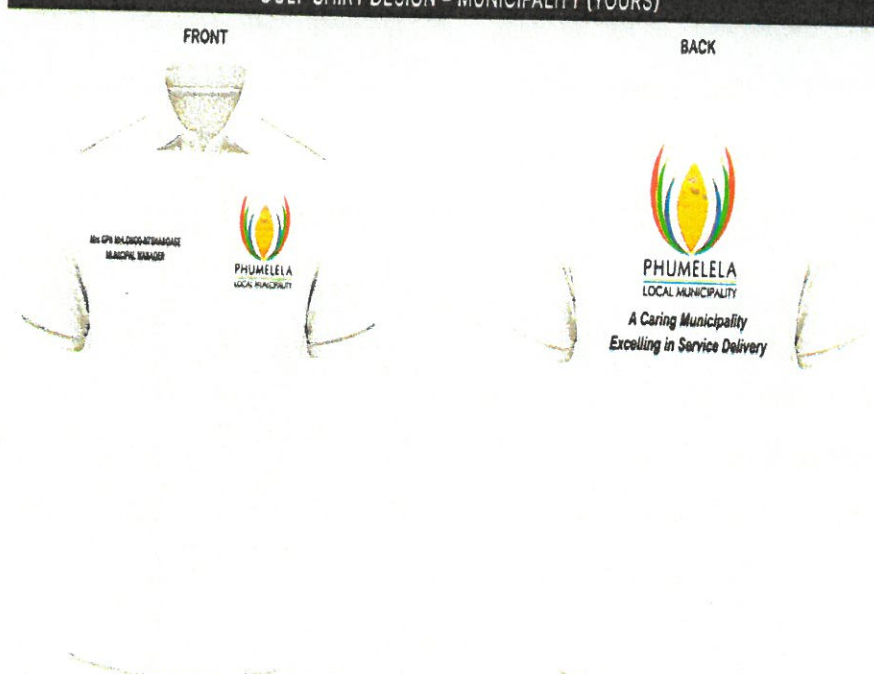
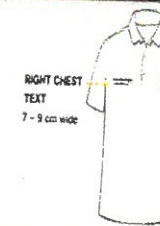


PHUMEELA LOCAL MUNICIPALITY | COMMUNICATIONS UNIT

NOTES FOR SUPPLIER

- Supply White Bomber Jackets
- All branding must be high quality **embroidery only**
- Logo to be embroidered on the left chest and centre back
- Name and position to be embroidered on the right chest (as per design)
- Text to be embroidered in black thread

JACKET 3: (SIZE: MEDIUM) QUANTITY: 1

GOLF SHIRT DESIGN - MUNICIPALITY (YOURS)		EMBROIDERY SPECIFICATIONS	
FRONT  BACK 		SHIRT COLOUR White EMBROIDERY TYPE Embroidered Only LOGO Full Colour Embroidery TEXT COLOUR Black FONT Arial Bold / Block Font FRONT TEXT SIZE 1.5 - 2 cm Height BACK TEXT SIZE (SLOGAN) 4 - 6 cm Height LOGO SIZE (FRONT) 8 - 9 cm Width LOGO SIZE (BACK) 10 - 12 cm Width	
		LOGO (FOR REFERENCE) 	
SHIRT 1 (FRONT - RIGHT CHEST)  SHIRT 1 (FRONT - LEFT CHEST)  SHIRT 1 (BACK - UPPER CENTRE)  ANOTHER SHIRT: COMMUNICATIONS BOTH SIDES LEFT CHEST  RIGHT CHEST 			
EXACT DETAILS - GOLF SHIRT (ALL DESIGNS) SHIRT COLOUR: White FABRIC: Moisture-wicking Polyester COLLAR: Rib Knit Collar PLACKET: 3-Button Placket SLEEVE: Short Sleeve with Tipping		PLACEMENT GUIDE (ALL MEASUREMENTS APPROXIMATE)  RIGHT CHEST TEXT 7 - 9 cm wide  LEFT CHEST LOGO 8 - 9 cm wide UPPER CENTRE LOGO 10 - 12 cm wide SLOGAN (BELOW LOGO) 4 - 6 cm high	
NOTES FOR SUPPLIER - Supply White Golf Shirts - All branding must be high quality embroidery only - Logo to be embroidered on the left chest and centre back - Name and position to be embroidered on the right chest (as per design) - Slogan to be embroidered in black thread			
PHUMELELA LOCAL MUNICIPALITY OFFICE OF THE MUNICIPAL MANAGER A CARING MUNICIPALITY EXCELLING IN SERVICE DELIVERY			

SHIRT 2: (SIZE: MEDIUM) QUANTITY: 1

GOLF SHIRT DESIGN – MUNICIPALITY (YOURS)



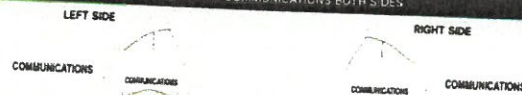
EMBROIDERY SPECIFICATIONS

SHIRT COLOUR	White
EMBROIDERY TYPE	Embroidered Only
LOGO	Full Colour Embroidery
TEXT COLOUR	Black
FONT	Arial Bold / Block Font
FRONT TEXT SIZE	1.5 – 2 cm Height
BACK TEXT SIZE (SLOGAN)	4 – 6 cm Height
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LOGO (FOR REFERENCE)



ANOTHER SHIRT: COMMUNICATIONS BOTH SIDES



EXACT DETAILS – GOLF SHIRT (ALL DESIGNS)

- SHIRT COLOUR: White
- FABRIC: Moisture-wicking Polyester
- COLLAR: Rib Knit Collar
- PLACKET: 3-Button Placket
- SLEEVE: Short Sleeves with Tipping
- FRONT (LEFT CHEST): Phumelela Local Municipality Logo
- FRONT (RIGHT CHEST): Name and Position as Per design
- BACK (UPPER CENTRE): Logo above, Slogan below
- PATTERN: Curved wave lines printed on front and back lower panels

PLACEMENT GUIDE (ALL MEASUREMENTS APPROXIMATE)



NOTES FOR SUPPLIER

- Supply White Golf Shirts
- All branding must be high quality embroidery only
- Logo to be embroidered on the left chest and centre back
- Name and position to be embroidered on the right chest (as per design)
- Slogan to be embroidered in black thread

PHUMELELA LOCAL MUNICIPALITY | OFFICE OF THE MUNICIPAL MANAGER | A CARING MUNICIPALITY EXCELLING IN SERVICE DELIVERY

SHIRT 3: (SIZE: MEDIUM) QUANTITY: 1

NB! THESE IMAGES ARE AI GENERATED. WE DO NOT HAVE A GRAPHIC DESIGNER. THIS IS JUST TO SHOW HOW EVERYTH SHOULD BE LIKE. ESPECIALLY THE SPELLING OF PHUMELELA LOCAL MUNICIPALITY IS SPELLED WRONG.

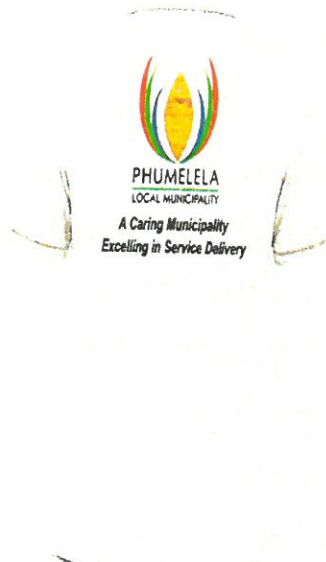
- **BRANDED BIBS FOR MANAGEMENT ESPECIALLY DURING ROADSHOWS ETC...(ONE SIZE FITS ALL) QUANTITY: 10 (OR 5 LARGE AND 5 MEDIUM)**

GOLF SHIRT DESIGN - MUNICIPALITY (YOURS)

FRONT



BACK



EMBROIDERY SPECIFICATIONS

SHIRT COLOUR	White
EMBROIDERY TYPE	Embroidered Only
LOGO	Full Colour Embroidery
TEXT COLOUR	Black
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LOGO (FOR REFERENCE)



MRS MNM PHASHE
COMMUNICATIONS OFFICER



PHUMELELA
LOCAL MUNICIPALITY
A Caring Municipality
Excelling in Service Delivery

EXACT DETAILS - GOLF SHIRT (ALL DESIGNS)

- SHIRT COLOUR: White
- FABRIC: Moisture-wicking Polyester
- COLLAR: Rib-Knit Collar
- PLACKET: 3-Button Placket
- SLEEVE: Short Sleeve with Tipping
- FRONT (LEFT CHEST): Phumelela Local Municipality Logo
- FRONT (RIGHT CHEST): Name and Position as Per design
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PLACEMENT GUIDE (ALL MEASUREMENTS APPROXIMATE)



NOTES FOR SUPPLIER

- Supply White Golf Shirts
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- Slogan to be embroidered in black thread

PHUMELELA LOCAL MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

A CARING MUNICIPALITY EXCELLING IN SERVICE DELIVERY

SHIRT 1: (SIZE: MEDIUM) QUANTITY: 1

JACKET DESIGN - MUNICIPAL MANAGER (YOURS)

FRONT

MRS GPN MHLONGO-
NTSHANGASE
Municipal Manager



BACK



MUNICIPAL MANAGER

EMBROIDERY SPECIFICATIONS

JACKET COLOUR	White
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LOGO (FOR REFERENCE)



FRONT - RIGHT CHEST (NAME & POSITION)

MRS GPN MHLONGO-
NTSHANGASE
Municipal Manager

FRONT - LEFT CHEST (LOGO)



BACK - FULL VIEW



MUNICIPAL MANAGER

EXACT DETAILS - JACKET 1 (MUNICIPAL MANAGER)

FRONT

- Left Chest: Phumelela Local Municipality Logo
- Right Chest:

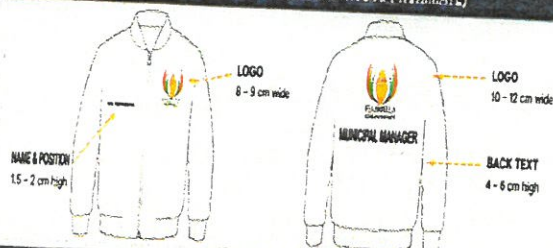
First Line: MRS GPN MHLONGO- NTSHANGASE

Second Line: Municipal Manager

BACK

- Centre Back: MUNICIPAL MANAGER

PLACEMENT GUIDE (ALL MEASUREMENTS APPROXIMATE)



NOTES FOR SUPPLIER

- Supply White Bomber Jackets
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PHUMELELA LOCAL MUNICIPALITY | OFFICE OF THE MUNICIPAL MANAGER | MUNICIPAL MANAGER

JACKET 2: (SIZE: MEDIUM) QUANTITY: 1

TABLE CLOTH



- **EXECUTIVE WALL BANNER- BACKDROP (QUANTITY: 2)- EXACTLY AS THE PICTURES (SIZE: 6.0m x 2.25m)**
- **HALF WALL GAZEBOS (QUANTITY: 2)- THE COLOURS MUST BE EXACTLY AS THE PICTURES (SIZE: 3m x 3m) ✓**
- **PULL-UP BANNERS (QUANTITY: 4)- EXACTLY AS THE PICTURES (SIZE: 1.2m x 2.0m) ✓**
- **A FRAME BANNERS (QUANTITY: 4)- EXACTLY AS THE PICTURES (SIZE: 2m x 3m) ✓**
- **TABLE CLOTHS (QUANTITY: 4)- EXACTLY AS THE PICTURES (SIZE: 3m x 2m)**