GREATER TZANEEN MUNICIPALITY



RE - ADVERT

SUPPLY CHAIN MANAGEMENT UNIT

QUOTE DESCRIPTION: SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS OHS SIGNS AND SYMBOLS FOR ALL GTM WORKSTATIONS.

QUOTE NO: SCMUQ 20/2026

NAME OF BIDDER: …….

AMOUNT R ……..…… VAT incl.

AMOUNT IN WORDS: …….....

….…….....RAND

CLOSING DATE: 24 NOVEMBER 2026 @ 12H00

For the POPI Act, the information in this document should be used for the intended purpose and the protection of personal information. Any other use, reproduction, or distribution is strictly prohibited.

RE - ADVERT

PART A: MBD1

GREATER TZANEEN MUNICIPALITY

GROTER TZANEEN MUNISIPALITEIT

SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT: CORPORATE SERVICES
QUOTE DESCRIPTION: SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS OHS SIGNS AND SYMBOLS FOR ALL GTM WORKSTATIONS.

QUOTE NO: SCMUQ 20/2026

Quotations are hereby invited from interested service provider for the Supply, delivery and installation of various ohs signs and symbols for all greater Tzaneen municipality workstations. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and Municipal website.

Interested bidders must attach proof of the following documents to avoid disqualification:
Latest CSD report, certified copies of IDs for all directors of the company, Company registration (CK), valid tax pin or tax clearance and signed joint venture agreements in case of a joint venture companies. Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Quote No: **SCMUQ 20/2026, postal address and contact details of the bidder.**

Mandatory requirements: Company work experience, Key personnel work experience and Methodology.
Compulsory briefing session on the 19 November 2026 @10h00, old fire hall, Greater Tzaneen municipality.
Document will be available at www.greatertzaneen.gov.za **and Supply Chain Office from the date of advert.**
Closing date: 24 November 2026 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.

Bidders shall take note of the following bid conditions:

Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.

a) Specific goals points scored.
b) Council reserves the right not to appoint.
c) No bidder will be appointed if not registered on Central Supplier Database.
d) Contract period of this quote is – once off procurement.
e) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.

Technical enquiries should be directed to Ms P Setlhako@ 015 307 8251
Administrative enquiries must be directed to Ms. N Mogofe @ 015 307 8086

PART B.1
FORM OF OFFER

Quote for contract number: SCMUQ 20/2026

I/We, the undersigned:

Quote for an amount ..... % (vat inclusive) and.

a) Quote to supply and deliver to the Greater Tzaneen Municipality all or any of the supplies of goods described in both Specification and Scheduled of this Contract.

b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.

c) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.

Signed at ……this ……. Day of ……20……

_____

Signature

Name of Firm: _____

Address: _____, _____, _____

State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.

I/We the undersigned am/are authorized to enter into this contract on behalf of:

_____

By virtue of _____

Dated _____ a certified copy of which is attached to this bid.

Signature of authorized person: _____

Name of Firm: _____

Postal Address: _____

_____

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

Failure to sign the form of offer and initialling each page of the document will result in disqualification of the bidder.

Part B. 2
Quote Information

Details of person responsible for bidding process

Name: _____

Contact number: _____

Address of office submitting quote: _____

_____

_____

Telephone: _____

Fax no: _____

E-mail address: _____

Authority for signatory

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

"By resolution of the board of director(s) passed on ____/_____/**20**_____

Mr/ Mrs. _____

Has been duly authorized to sign all documents in connection with the bid for

Contract_____**No**_____

And any contract, which may arise there from on behalf of

Signed on behalf of the company: _____

In his capacity as: _____ **Date:** ____/_____/_____

_____

Signature of signatory

GREATER TZANEEN MUNICIPALITY
GROTER TZANEEN MUNISIPALITEIT
MASIPALA WA TZANEEN
MASEPALA WA TZANEEN

P.O. BOX 24
TZANEEN
0850

TEL: 015 307 8000
FAX: 015 307 8049

www.greatertzaneen.gov.za

SPECIFICATION FOR THE SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS OHS SIGNS AND SYMBOLS FOR GREATER TZANEEN MUNICIPALITY WORK

1. SCOPE

Appointment of a competent service provider for the supply, delivery and installation of various OHS signs and symbols for GTM workplaces as follows:

Qty	Description	Unit Price	Total Price
31	Portable egress appliance location identification – composite legend	R	R
32	Emergency Egress Directional Pictogram – composite Legend	R	R
05	Bi-directional viewing emergency egress pictogram – dual face configuration	R	R
05	4w egress identification luminaire – integral emergency power pack	R	R
05	25w high output signaling apparatus	R	R
05	Emergency muster location identification – directionally supplemented	R	R
04	Emergency muster location identification – non directional	R	R
10	Fixed first-aid firefighting water appliance identification – Composite Legend	R	R
06	Non-egress route identification / Termination Legend	R	R
04	Manual fire-smothering appliance location identification	R	R
10	Vertical circulation hazard / Safe-use instructional identification	R	R
10	Gender-specific sanitary facility identification – Female	R	R
04	Emergency vertical transportation prohibition / alternative egress instruction legend	R	R
10	Controlled tobacco combustion demarcation	R	R
141		**SUB TOTAL**	**R**
		VAT 15%	**R**
		TOTAL	**R**

- All items shall comply, where applicable, with the Occupational Health and Safety Act, 85 of 1993, applicable Regulations, SANS and applicable emergency-lighting requirements.
- The successful bidder shall verify all locations and directional orientations with the GTM OHS representative prior to installation.

2. REQUIREMENTS

- Three (3) contactable reference letters/ Purchase Orders/Contract for the same/ similar previous work done in the past 5 years for OHS signs and symbols.
- Product technical data sheets.
- Evidence of applicable SANS conformity.
- Warranty documentation for powered items.
- Electrical commissioning documentation where applicable.
- Attendance of a compulsory briefing session.

NOTE: Generic commercial signage that does not comply with the prescribed OHS safety egress requirements shall not be accepted.

FUNCTIONALITY

Functionality criteria		A **Bid rating (score 1-5)**	B **weighting**
Company Work Experience (Attach appointment letter or orders)	A least 3 (three) Appointment letters / orders in 5 years' work experience in Supply, delivery and installation	5	**60**
	A least 2 (Two) Appointment letters in 1 year's work experience in Supply, delivery, and installation	3	
	No Company work experience	0	
Key personnel work experience	At least 3 (three) years' experience work experience with the related work	5	**20**
	At least 2 (two) years' experience work experience with the related work	3	
	No work experience	0	
Methodology	Applicable SANS conformity	5	**20**
	No applicable SANS conformity	0	
	Total		**100**

NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**	**Means of verification (MOV) for specific goals**	
Black person as defined in the policy	20		CK, CSD report and Certified Identification documentation	**Tick**
TOTAL	**20**			

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: …….

3.2 Identity Number: …….

3.3 Position occupied in the Company (director, trustee, hareholder[2]): …….

3.4 Company Registration Number: ……..

3.5 Tax Reference Number: ..……

3.6 VAT Registration Number: ..……

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.……

……

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council.
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces.

(b) a member of the board of directors of any municipal entity.
(c) an official of any municipality or municipal entity.
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? …**YES / NO**

3.9.1 If yes, furnish particulars……...…….

……

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES/ NO**

3.10.1 If yes, furnish particulars.
……
……

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? ..... **YES/ NO**

3.11.1 If yes, furnish particulars
……
……

3.12 Are any of the company's directors, trustees, managers?
Principle shareholders or stakeholders in service of the state?.....**YES / NO**

3.12.1 If yes, furnish particulars.
……
……

3.13 Are any spouse, child or parent of the company's director's trustees, managers, Principle shareholders or stakeholders in service of the state?
YES / NO

3.13.1 If yes, furnish particulars.
……
……

3.14 Do you or any of the directors, trustees, managers, Principal shareholders or stakeholders of this company Have any interest in any other related companies or Business whether or not they are bidding for this contract.
YES / NO

3.14.1 If yes, furnish particulars:
……
……

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

…….. ……
Signature Date

……. ……
Capacity Name of Bidder

For the POPI Act, the information in this document should be used for the intended purpose and the protection of personal information. Any other use, reproduction, or distribution is strictly prohibited.