P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

Bid No: SCM 22/2022/23

Supply Chain enquiries: 016 973 8740/44

Date: 11 November 2022

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

SUPPLY AND DELIVERY OF PAYSLIPS

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R20.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **18 November 2022 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report.**

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the Preferential Procurement Policy Framework Act 5 of 2000 for this purpose the bidders are required to submit their BBBEE Certificate to claim BBBEE points.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Adv L.M.A Mofokeng
Municipal Manager

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SUPPLY AND DELIVERY OF PAYSLIPS

Product - Payslips

SPECIFICATIONS

Product Type	-	Confidential Pressure Seal Payslips
Size	-	A4 (21.0 x 29.7 cm)
Fold	-	V Fold
Seal type	-	Silicon machine self seal
Colour	-	Blue and White
Special Requirements colour payslip	-	High resolution Metsimaholo Logo to be printed with a water mark on the inside of the non-visible part of the when folded.

Returnable Documents

- The potential bidder should attach the sample of the payslip to be supplied.
- The attached payslip should have all the requirements as stated on the specifications above.