

Bid No: SCM 09/2026/27

Supply Chain enquiries: 016 973 8740/44/43/8611/12/55/71

Date: 13 August 2026

Request for formal Written Quotation

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

APPOINTMENT OF A SERVICE PROVIDER FOR DESIGN, LAYOUT, PRINTING AND DISTRIBUTION OF MUNICIPAL NEWSLETTER IN AREAS OF METSIMAHOLO LOCAL MUNICIPALITY BOUNDARIES FOR ON AN AS-AND- WHEN REQUIRED BASIS

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **24 AUGUST 2026 before 11H00 AM** 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**.
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement where the company is the lessee**.
- The bidder must attach at least 01 signed reference letter for previous work implemented or related projects as per the specification on the client's letterhead.
- **Own transport** – Vehicle Registration Certificate registered under the bidder's company name or director/(s) name; OR **Leased transport** - Signed letter of intent to lease / signed agreement or signed lease agreement in the rental's company letterhead.

Compulsory Briefing Session on the 18th of August 2026 at 10h00 am, at the Supply Chain Management Office, 1st Floor Finance Building, 10 Fichardt Street, Sasolburg, 1947.

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 **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price (80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr M.E. Sediane
Acting Municipal Manager

SPECIFICATION:

Item Description	QUANTITY
12-page Tabloid Size Newsletter (colour) (Designing)	01
Print Format, one copy (Colour)	01
Distribution Costs of Newsletter in the following areas of Metsimaholo Local Municipality boundaries:	
Zamdela	01
Vaalpark	01
Deneysville	01
Refengkgotso	01
Viljoensdrif	01
Oranjeville	01
Metsimaholo	01
PDF Back-Up CD (digital copy in colour)	01