

Bid No: SCM 15/2022/23

Supply Chain enquiries: 016 973 8740/44

Date: 28 October 2022

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 AND PRINTING OF 2022/23-2026/27 IDP DOCUMENT (A4 BOOK)

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 **04 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**.
- **Bidder must submit 3 reference letters from previous work done.**
- **Bidders must submit a booklet/ document in which must correlates with the reference letters provided.**

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 BBEE Certificate to claim BBEE 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

SPECIFICATION

PRINT AND DESIGN FOR 2022/23-2026/27 IDP DOCUMENT

DESCRIPTION: A4 Books Size

IDP booklet

- Full colour cover – 250g gloss & B&W inside – 128g gloss.
- 287 pages
- Perfect bind
- Design, Layout and Delivery included.

Number of Copies: 50

NB: It is expected that work is completed within reasonable period or timeframe (within 30 days)