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 19/2026/27

Supply Chain enquiries: 016 973 8740/3/4 & /8611/12/55/71

Date: **29 October 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 THE DESIGN, MEDIA BUYING AND PLACEMENT OF NEWSPAPER ADVERTISEMENTS 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 **05 November 2026 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**.
- **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 02 signed reference letters for previous work implemented in design, media buying and placement for newspaper advertising as per the specifications on the client's letterhead.
- The bidder must provide a valid credit facility confirmation letter OR advertising placement support letter OR proof that the bidder is authorized to place advertisement in the relevant publication.
  The letter or proof must:
  - Be issued on the official letterhead of the relevant newspaper / media house / media owner.
  - Be signed by the relevant newspaper / media house / media owner

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER. (THE BIDDERS HAVE THE OPTION TO MAKE PAYMENTS VIA EFT, AND THE MUNICIPALITY WILL SEND THEM TENDER DOCUMENT BY EMAIL)

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 a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.
General Conditions are available on Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

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SPECIFICATIONS

Suitably qualified, experienced and capable service provider to provide advertisement designing, media buying and advertisement placement services in national, regional, local newspapers and online platforms on an as-and-when-required basis for the duration of the contract.

The Municipality publishes various advertisements and public notices to meet its operational, statutory, regulatory, procurement, community engagement and communication requirements. These advertisements may include, but are not limited to, tender and procurement notices, public participation notices, statutory notices, employment advertisements, property-related notices, municipal programmes, public notices, service delivery notices, community announcements and other approved municipal communications.

The appointed service providers will be required to provide cost-effective, professional, responsive and reliable newspaper advertising services in accordance with the Municipality's requirements and applicable legislation, policies and procedures.

SCOPE OF WORK

1. Advertisement Design and Artwork
2. Media Planning and Newspaper Selection
3. Media Buying
4. Advertisement Placement

The Municipality shall retain the right to specify the publication(s) in which an advertisement must appear.

TENDERS ADVERTISEMENT	**VACANCIES ADVERISEMENT**	**PUBLIC NOTICES**
PUBLICATION TYPE	**PUBLICATION TYPE**	**PUBLICATION TYPE**
SOWETAN Classified section	SUNDAY TIMES - Careers or equivalent	STER SOUTH (SASOLBURG) - Classified section or equivalent
STER SOUTH (SASOLBURG) - Classified section	THE STAR – WORKPLACE	VAALWEEKBLAD - Classified section
	STER SOUTH (SASOLBURG) – Careers or equivalent	Puisano News - Classified section or equivalent