

Bid No: SCM 11/2024/25

Supply Chain enquiries: 016 973 8742/44

Date: 21 August 2024

Request for formal Written Quotation

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

APPOINTMENT OF A SERVICE PROVIDER FOR DESIGNING AND PRINTING LAYOUT FOR 2024/25 REVIEWED IDP AND 2024/25 SDBIP DOCUMENTS.

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 **29 August 2024 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.

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 In a case of Municipal account being in a family members name, **ONLY MUNICIPAL Account** where the address of the Account matches the address on the company registration documents will be accepted) if not in arrears for more than 3 months, or **Lease agreement** where the bidder is the lessee 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 the Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR DESIGNING AND PRINTING LAYOUT FOR 2024/25 REVIEWED IDP AND 2024/25 SDBIP DOCUMENTS.

NO:	DESCRIPTION
1.	<u>SPECIFICATIONS</u> DESCRIPTION: A4 Books Size <u>2024/25 REVIEWED INTEGRATED DEVELOPMENT PLAN (IDP) BOOKLET:</u> - Full colour cover – 250g gloss & Colour inside – 128g gloss. - 465 pages - Perfect bind - Design, Layout and Delivery included. - Number of Copies: 50 DESCRIPTION: A4 Books Size <u>2024/25 SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) BOOKLET:</u> - Full colour cover – 250g gloss & Colour inside – 128g gloss. - 114 pages - Perfect bind - Design, Layout and Delivery included. - Number of Copies: 50

RETURNABLES

- **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.