

Elias Motsoaledi Local Municipality



P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9
Fax: (013) 262 2893

Supply Chain Unit
Procurement

Our Ref:
Ons Verw: 19-01/10/15

Correspond with the Municipal Manager
Korrespondeer met die Munisipale

RFQ: 19-01/10/201

INVITATION TO QUOTE (RE-ADVERT)

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items. The price must indicate vat as well as delivery (where applicable).

In terms of Section 19 (b) of Elias Motsoaledi Local Municipality's Supply Chain Policy

COMPILING AND PRINTING OF 1994-2015 SERVICE DELIVERY OVERVIEW BOOK

ITEM	DESCRIPTION OF GOODS	QTY
1	<ul style="list-style-type: none"> • COMPILING AND PRINTING OF 1994-2015 SERVICE DELIVERY OVERVIEW BOOK <ul style="list-style-type: none"> ➤ Conduct interviews with relevant personnel. ➤ Compile articles in a professional manner. ➤ Proof reading and editing of such articles. ➤ Formatting of table of contents. ➤ Sourcing and placement of relevant photography assets. ➤ Design and layout of approximately 60 plus pages of the publication. ➤ Total print quantity – 2 000 x A5 hard copies, on 130gsm Art Gloss paper, with the covers on 250gsm Art Gloss paper, inclusive of perfect bounding & lamination on covers. ➤ 2x electronic copies burned to CD-Rom. ➤ Delivery to Elias Motsoaledi. 	2000 x A5

Quotations must be deposited in a box marked "Compiling and Printing of 1994-2015 service delivery overview book" not later than **22 JANUARY 2016 at 10:00** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone **(SCM UNIT)** and for technical enquiries call **Meshack Kgwale** at 0132623056.

EVALUATION CRITERION (80/20)

Minimum Requirements:

- Original Valid tax clearance certificate
- Valid and Certified Company registration certificate
- Certified Copy of BBBEE certificate, sworn affidavit or An EME letter from Accountants or Auditors **(Failure to submit BBB-EE, Sworn affidavit or EME letter No points will be allocated, but will be evaluated further)**
- Fully Completed MBD 4, 8, 9 Forms
- Proof of Municipal Rates and taxes or Municipal Service Charges not owed by your Company or any of the Directors not in arrears for more than three months. Proof of residence where applicable.

The following conditions shall apply

- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- All awards are subject to the user division confirming the sample.
- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Fixed prices must be valid for thirty (30) days.
- VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.
- Suppliers must be in a position to deliver within 14 days upon receipt of official order.

General Notes:

- **The council is not bound to accept the lowest or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.**

Elias Motsoaledi
Local Municipality
13 JAN 2016
R.M MAREDI
MUNICIPAL MANAGER
Municipal Manager