

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **Ralephenya T**

Ref: MM: 8/1/05

15 August 2019

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIERS DATABASE FOR THE PRINTING AND DELIVERY OF THE ANNUAL REPORT BOOKLET AS FOLLOWS:

- **350 Pages, front and back cover 250g and full colour**
- **Insert on 128g paper in black and white**
- **Perfect Binding**
- **100 A5 Booklets**
- **Final Booklet to be made available digital as well**

The following documentation should accompany your quotations:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- b) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- c) A certified copy of valid BBBEE certificate (Original also accepted)
- d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- e) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- f) Minimum of three (3) contactable references AND samples of previous work done as well as proof of appointment. (Official order/invoice)
- g) All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information.

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.

The following conditions will apply:

- Quotation must be on an official letterhead of the company;
- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- Price (s) must be firm and inclusive of VAT;
- Payment will be effected within 30 days of receipt of invoice.
- The Municipality is not bound to accept the lowest or any bid and reserves the right to not accept any quotation either wholly or a part thereof.

Kindly direct all technical enquiries to **Ms Pholoba M.A** at **015 501 2364** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Tender Box by the latest **23 August 2019 at 11:00**, clearly marked "THE PRINTING AND DELIVERY OF THE ANNUAL REPORT BOOKLET" No quotation will be accepted after the closing date.


Mr. M.L MOSENA
MUNICIPAL MANAGER

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner