

**HEAD OFFICE**

303 Church Street  
Private Bag X 44  
MOGWADI 0715  
Telephone: (015) 501 0243/4  
Fax no : (015) 501 0419  
E-mail: info@molemole.gov.za



**Molemole Municipality**

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Viviers Street  
MOREBENG 0810  
Telephone : (015) 397 4333 / (015) 397 4327  
Fax no : (015) 397 433

[www.molemole.gov.za](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Ms M Pholoba**

**Reference: 8/1/1**

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**CALL FOR QUOTATIONS FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF MOLEMOLE DIARIES AND CALENDERS AS PER THE SPECIFICATION BELOW:**

**MOLEMOLE DIARIES**

Specification as follows:

**Three Hundred (300) diaries**

- Two Hundred (200) A4 Corporate Executive diaries + municipal foiling logo
- One Hundred (100) A5 Corporate diaries with municipal foiling logo
- Fifty three (53) A4 diaries to be engraved
- Include four (4) tip in pages in full colour
- Printing content to be provided by Communications Unit

**MOLEMOLE CALENDARS**

**Five hundred (500) calendars**

- Two hundred (200) A1 \* 2016 Wall Calendars
- One hundred (100) A2 \* 2016 Desk Writing pad/calendar
- Two hundred (200) A1 \* Know your leaders
- Calendars printed in full colour on hard paper (250GSM)
- Content and photographs to be provided by communication unit

**THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY THE QUOTATION:**

- **Company registration certificate**
- **Minimum of three (3) contactable references, samples of previous work done as well as proof of appointment. (Official order/Invoice)**
- **An original or certified copy BBBEE certificate**
- **A valid tax clearance certificate**
- **Declaration of interest (Downloadable from the municipal website)**

**THE FOLLOWING CONDITIONS WILL APPLY:**

- The price (s) quoted must be firm and inclusive of VAT;
- A firm delivery date must be indicated;

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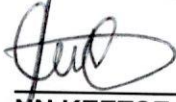
**Vision: A developmental people driven organization that serves its people**

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

**THE FOLLOWING CONDITIONS WILL APPLY:**

- The price (s) quoted must be firm and inclusive of VAT;
- A firm delivery date must be indicated;
- The appointed service provider should implement this project within twenty (20) days from the date of the order;
- Payment (cheque) of invoice will be made within thirty (30) days from state of receipt, following delivery of the requested goods;
- An 80/20 points system will be used as evaluation criteria for this bid;
- Late applications and faxed/e-mailed quotations will not be considered;
- 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** at **015 501 0243** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **27 October 2015 at 12:00**, clearly marked **SUPPLY AND DELIVERY OF MOLEMOLE DIARIES AND CALENDERS**. No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.



**NN KEETSE**  
**ACTING MUNICIPAL MANAGER**

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