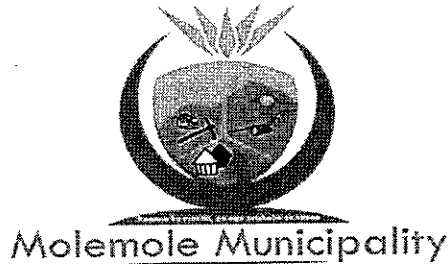


HEAD OFFICE

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

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Viviers Street
 MOREBENG 0810
 Telephone : (015) 501 2301 / (015) 501 2371
 Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE

Enquiries: Mabote NJ

Reference: 8/1/1 MM

14 October 2016

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the design and double sided printing of two editions of municipal newsletters as per the below specification.

| DESCRIPTION: 2016/17 OFFICIAL NEWSLETTER | Quantity |
|---|----------|
| A3 newsletter , 08 pages prints on full Colour, 2 sides on 150g gloss | 12 000 |
| Finishing: Saddle stich, packaged on transparent plastic, 100 units per pack. Electronic version placed on compact disc. | |
| Printing scheduled: July - Dec '16 (6000) Jan – June '17 (6000) | |

The following documentation should be attached to quotations:

- The updated/recent central supplier database (CSD) summary report;
- An original or certified copy of valid B-BBEE certificate;
- A fully completed and signed declaration of interest form (downloadable from www.molemole.gov.za);
- Fully completed and signed MBD 9 form (downloadable from www.molemole.gov.za)

The following conditions will apply:

- Quotation must be on an official letterhead of the company;
- Price(s) quoted must be valid for at fourteen (14) days from the date of this offer;
- Price (s) must be firm and inclusive of VAT , if applicable;
- Incomplete quotations will be disqualified from further evaluation;
- Payment will be effected within 30 days of receipt of invoice;
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

Vision: A developmental people driven organization that serves its people

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

Kindly direct all technical enquiries to **Ms. Pholoba at 015 501 2321** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **25th October 2016 at 11:00**, clearly marked "**DESIGN AND PRINTING OF NEWSLETTER**". No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



MAKHURA NI
MUNICIPAL MANAGER

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