

HEAD OFFICE

303 Church Street
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 MOGWADI 0715
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 Fax no : (015) 501 0419
 E-mail: info@molemole.gov.za

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Viviers Street
 MOREBENG 0810
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ALL CORRESPONDENCE TO BE ADDRESSED TO THE

Reference: 8/1/1:MM01

Pholoha M

Date: 16 September 2015

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS WHO ARE LISTED ON THE MUNICIPAL DATABASE FOR DESIGN AND DOUBLE SIDED PRINTING OF PAIA MANUALS AS PER THE SPECIFICATION BELOW:

Description	Language	QTY	UNIT PRICE	Amount
A6 Booklets; Number of pages 1 x 59 (Tshivenda), 1 x 45 (Afrikaans), 1 x 43 (Sepedi); Inside: Print full colour on both sides of the 100GSM paper; Cover: Print full colour on both sides of 150GSM paper; Binding: Perfect binding (glue)	Afrikaans	30		
	Sepedi	120		
	Tshivenda	30		
			Sub total	
			14% VAT	
			Total	

The following documentation should accompany your quotations:

- Company registration certificate
- An original valid Tax clearance certificate
- Completed declaration form (downloadable on municipal website)
- An original or certified copy of valid BBBEE certificate (if applicable)
- Proof of payments of Municipal rates (not in arrears and not more than three months)

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;

Vision: A developmental people driven organization that serves its people

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

- Price (s) must be firm and inclusive of VAT;
- Payment will be effected within 30 days of receipt of invoice.
- Quotations will be evaluated and adjudicated on 80/20 preference point system. Whereas 80 points will be for price points and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to **Mrs. 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 **25 September 2015 at 12:00**, clearly marked **DESIGN AND PRINTING OF PAIA MANUALS**. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



Mr. Makhura N.I
Municipal Manager