

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) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Pholoba MA

Reference: MM/8/1/1

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 one (51) A4 diaries to be engraved
- Include six (6) tip in pages in full colour
- Printing content to be provided by Communications Unit

MOLEMOLE CALENDARS

- Eight hundred (800) calendars
- Five hundred (500) A3 * 2014 Calendars
- Three hundred (300) A2 * Know your leaders
- Calendars printed in full colour on hard paper
- Graphic designing, content and photographs to be provided by communication unit
- Packaging and Delivery

THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY THE QUOTATION:

- **Company registration certificate**
- **Minimum of three (3) contactable references as well as samples of previous work done**
- **A valid BBBEE certificate**
- **A valid tax clearance certificate**

THE FOLLOWING CONDITIONS WILL APPLY:

- The price (s) quoted must be firm and inclusive of VAT;

Vision: A developmental people driven organization that serves its people

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

- 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.

ENQUIRIES	Morongwa Pholoba
CLOSING DATE	29 November 2013
TIME	10H00am
PLACE OF SUBMISSION	Municipal Tender Box, Mogwadi
PROJECT NAME	SUPPLY AND DELIVERY OF MUNICIPAL DIARIES AND CALENDERS



MADIBANA MH

ACTING 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.