

**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**

ALL CORRESPONDENCE TO BE ADDRESSED TO THE

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

**Enquiries: Ralephenya T.D**

**Ref: MM-8/1/1 /08**

**23 October 2018**

**Advert**

**FROM SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL DATABASE FOR DESIGN, SUPPLY AND DELIVERY OF PRINTING SERVICES FOR 2018/19 FINANCIAL YEAR (8 MONTHS) FOR THE FOLLOWING**

**a. NEWSLETTER**

- 20 Pages Newsletter
- printed in full colour on a 135 gsm glossy paper
- Saddle Stitch Binding
- Printed as per request every Quarter 3000 per quarter
- Polyester based fabric cloth

**b. MLM PROMOTIONAL MATERIALS**

- A5 Pamphlet one sided
- A5 Pamphlet double sided
- A4 Poster one sided
- A4 Poster double sided
- A3 Poster
- A2 Poster
- A4 Event invitations
- Printed one sided in full colour on a 135 gsm glossy paper
- Printed as per request

**c. MLM MUNICIPAL FOLDERS**

- A4 Municipal Folders
- Printed in full colour one sided
- 300 gsm Glossy Paper

**d. GIFT BAG**

- Paper bags
- A3 glossy paper bags, length and width (26cm x 32cm) ,

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

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

- Die-cut (26 x13 cm), printed full colour name of the municipality, logo, contact details and vision
- Printed as per request

**1. The following documentation should accompany the quotations to qualify the bidder for evaluation:**

- 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) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- c) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- d) Certified COPY BBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- e) The Master Registration Number or Tax compliance status pin [or a valid copy of tax clearance certificate]

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

**2. The following conditions will apply:**

- a) Quotations must be on an official letterhead of the company;
- b) Prices (s) must be firm and must be inclusive of VAT (if applicable);
- c) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBEE regulations, as amended;
- d) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
  - e) 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 2373 between 08H00 to 16H00 during the weekdays. All quotations should be submitted in the RFQ **DESIGN, SUPPLY AND DELIVERY OF PRINTING SERVICES** tender box situated at Mogwadi offices, no 303 Church Street by latest 30 October 2018, at 11H00, clearly marked \*

- No quotation will be accepted after the closing date and time
- Molemole Municipality reserves the right to accept any quotation.

  
 Mr. MOSENA M.L  
 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.**

---