

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: Manamela M.J

Reference: MM- 8/1/11

14 February 2019

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL DATABASE FOR DESIGN AND DOUBLE SIDED PRINTING OF ONE EDITION OF MUNICIPAL NEWSLETTERS AS PER THE SPECIFICATION BELOW:**

DESCRIPTION: 2018/19 OFFICIAL QUARTELY NEWSLETTER	Quantity
A3 newsletter , 08 pages prints on full Colour, 2 sides on 150g gloss	3 000
Finishing: Saddle stitch, packaged on transparent plastic, 100 units per pack. Electronic version placed on compact disc/ USB stick.	
Printing scheduled: One Quarter (3000)	

**The following documentation should accompany your quotations:**

- 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]
- Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- A certified copy of valid BBEE certificate (Original also accepted)
- Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

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

**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;
- Price (s) must be firm and inclusive of VAT;
- Delivery must be made within 14 days. Failure to deliver within 14 day may result in the municipality cancelling its order.
- Payment will be effected within 30 days of receipt of invoice.
- 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.

**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 M.A** at **015 501 2364** between **08:00** and **16:30**. All quotations should be submitted at **Mogwadi Municipal RFQ Tender Box** by the latest **22 February 2019 at 11:00**, clearly marked **“Official Quarterly Newsletter No quotation will be accepted after the closing date.**



---

**MOSENA ML**  
**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.**