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 MUNICIPAL MANAGER

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

Enquirie: Pholoba M

Reference: 8/1/1:MM02

27 August 2015

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

Description	QTY	UNIT PRICE	Amount
A4 Book; **Number of pages 20** **Inside: Print full colour on both sides of the 100GSM paper;** **Cover: Print full colour on both sides of 150GSM paper;** **Binding: Perfect binding (stapled)**	**5000**		

The following documentation should accompany your quotations:

a) Company registration certificate
b) An original valid Tax clearance certificate
c) Completed declaration form (downloadable on municipal website)
d) An original or certified copy of valid BBBEE certificate (if applicable)
e) 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;
- 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 **04 September 2015 at 12:00**, 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.

Mr. Makhura N.I
Municipal Manager