



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

E-mail: kunene@harrygwalam.gov.za

ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for editing, layout and printing of 2021/2022 annual report

SPECIFICATION/SCOPE

MUNICIPAL NOTICE

HARRY GWALA DISTRICT MUNICIPALITY: 2021-2022 ANNUAL REPORT

The Harry Gwala District Municipality (HGDM) is seeking quotations, from suitably qualified and experienced service providers, for the editing and printing of its 2021-2022 Annual Report. The Annual Report is the municipality's most prominent and important document of the financial year and thus must be developed and printed utilizing the highest standard of concept, layout, appearance and production.

The scope of work of this project is envisaged to include:

- Editing; Design; Layout; Graphics and printing of 6 colored copies of the annual report.
- Provide the municipality with the soft copy of the final version of an edited and designed word document of the 2021-2022 Annual Report.
- Ensure that the Annual Report fully complies with Section 121(3) of the Municipal Finance Management Act No.56 of 2003.

Thus, the selected service provider is expected to provide the municipality with a final print ready specimen with final layout and design, and advise the municipality on the optimal print specifications.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Central Supplier database registration
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).
- Affidavit residing within the District / Utilities : Directors or company
- Company registration
- ID Copies

The following conditions will apply:

- Valid tax clearance certificate or SARS pin
- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- Your company must be registered on municipal database and central supplier database.
- 80/20 Preference points system will be used in Evaluation.

Specific goals	Number of points 80/20	Verification
Reconstruction & Development Program goals (RDP)	20	
Enterprise Located within the District	10	Utilities : directors or Co. affidavit existing lease agreement
Enterprise Located within the Province	8	Utilities : directors or Co. affidavit existing lease agreement
Promotion of South African owned Enterprise	2	ID Copies: directors Co. Registration CSD

CLOSING DATE

The closing date for the bidders is on ~~27~~ **March 2023 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"EDITING, LAYOUT AND PRINTING OF 2021/2022 ANNUAL REPORT"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Ms. N Buthelezi** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager