



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE EXTERNAL SUPPORT OF THE MUNICIPAL ANNUAL REPORT FOR 2017/2018 FINANCIAL YEAR.

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the external support of the municipal annual report for the 2017/2018 financial year.

SPECIFICATION/SCOPE

Supply and delivery of the following:

- Editing of the 2017/2018 annual report
- Design
- Layout
- Graphics
- Printing of 73 colour and 318 black and white pages
- Total number of pages is 391

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

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

- Valid tax clearance certificate or SARS pin
- Central Supplier database registration

The following conditions will apply:

- 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.
- A signed MBD4 form must be submitted with all Bids (available on our website and reception area).
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.

- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database and central supplier database.

CLOSING DATE

The closing date for the bidders is **on 12 March 2019 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"EXTERNAL SUPPORT OF THE MUNICIPAL ANNUAL REPORT FOR 2017/2018 FINANCIAL YEAR"** 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 **Mr Zweli Mtolo** on 039 834 8700 during working hours.

Mrs A.N. Dlamini

Municipal Manager