



# HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

## OFFICE OF THE MUNICIPAL MANAGER

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### ADVERTISEMENT

#### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE SUPPLY AND DELIVERY OF 2000 X A4 TRIFOLD GLOSSY BROCHURES.

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the supply and delivery 2000 X A4 trifold glossy brochures for Harry Gwala District Municipality.

#### SPECIFICATION/SCOPE

Supply and delivery of the following:

- The brochures must be glossy.
- The trifold brochures is a three equal section by way of folding the sides over the middle, divided in 6 sections. Size 8.5 X 14cm.
- The brochure has to be printed both sides.
- The glossy is a coated paper with high sheen typical like magazine
- The successful service provider will have to deliver print and deliver the brochures to Harry Gwala District municipality Offices in Ixopo.
- The successful service provider will have to submit a sample for approval before the final printing.

**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 **13. November 2019 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"SUPPLY AND DELIVERY OF 2000 X A4 TRIFOLD GLOSSY BROCHURES"** 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 Nosipho Mazibuko** on 039 834 3939 during working hours.

**Mrs A.N. Dlamini**  
**Municipal Manager**

