



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

CORPORATE SERVICES DEPARTMENT

40 Main Street, Private Bag X501, IXOPO 3276

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ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE PRINTING AND DISTRIBUTION OF MONTHLY STATEMENTS

Proposals are hereby invited from reputable, suitable qualified, experienced and Accredited Service Providers to provide printing of monthly statements for Harry Gwala District Municipality for a period of 12 months.

SPECIFICATION

The Service Provider should provide the following services:

- Supply plain white A4 80gsm laser bond paper statement.
- Process data for various requirements (post, non-post, credit balances and postal rebates)
- Laser printing duplex(both sides) of A4 (black only)
- Include all billing information inside the statement and to include non-confidential information including advertising and consumer name and address on the outside.
- Convert A4 statements into DL mailer which includes perforated and gluing along both long edges and spot glue short side of mailer.
- Mail preparation for SAPO
- Supply statement on disk as PDF for archival.
- The number of statements to be distributed is 9000 per month ELEMENTS supplied by client.

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

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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 a price written quotation (available on our website and reception)
- A valid original or a certified copy of a 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 *05 March* **2021 at 12h00**. Quotations must be enclosed in **SEALED ENVELOPES** and clearly labelled with the project name "**Printing and Distribution of monthly statements**" 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 Municipality, 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 in writing to **Mrs. V Mfenqa** on 039 834 8700 during working hours

Mrs A.N Dlamini
Municipal Manager

