



MANTSOPA

MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

Head office

Private Bag X11 or
P.O. Box 64
LADYBRAND
9745

38 Joubert Street
LADYBRAND
9745

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051-9240659
051-9240655
051-9240657

Fax: 051-9240020

E-mail:
mantsopamun@xsinet.co.za

P

P.O. Box 24
EXCELSIOR
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5
HOBHOUSE
9740

Tel: 051-9640012

Hobhouse Way 177

THABA PATCHOA
9771

Tel: 051-9640012

Fax: 051-9640054

File no.:

Contact Person: Khotso Pharoe

20 April 2016

INVITATION FOR QUOTATIONS – DESIGNS, LAYOUT AND PRINTING OF 100 COPIES OF ANNUAL REPORT FOR 2014/15 FINANCIAL YEAR

Quotations are hereby invited from service providers to design, layout and Printing of 100 Copies of the Annual Report for 2014/15 Financial Year of Mantsopa Local Municipality

Specifications :

- The Annual Report will consist with plus or minus 350 pages and the successful service provider must be also provide the Annual Report in electronic format to the municipality (in addition to the 100 copies to be printed)
- The successful service provider shall provide a final draft (before printing) for approval to the municipality in time for final printing to be completed towards the middle of the May 2016
- The Annual Report must be on glossy paper and be on A4 size

Yours faithfully

SM SELEPE
MUNICIPAL MANAGER

All correspondence to be addressed to the Municipal Manager

GENERAL CONDITIONS

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. Quotation must be signed by a duly authorized person. **No faxed quotation**
7. An original tax clearance certificate must be attached. No quotation will, however be awarded to bidders who have failed to submit the original tax clearance certificate.
8. The **80/20** adjudication system will be applicable, where **80 points**, will be allocated for **price** and **20 points**, will be allocated for **B-BBEE Status Level Verification Certificate**.
9. The successful supplier will be the one who scores the highest points.
10. No quotation will be considered from persons in the service/employment of the state or government.

NB: Bidders are encouraged to attach an original tax clearance certificates, B-BBEE Status Level Verification Certificate on the quotation.

For Technical Specification contact Mr. Dumile Nana at (051) 924 0654

Notes

- Quotations must be submitted and delivered at Tender Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 26 April 2016 @ 16h30, the envelope must be sealed and clearly marked 'DESIGNS, LAYOUT AND PRINTING OF 100 COPIES OF ANNUAL REPORT FOR 2014/15 FINANCIAL FOR MANTSOPA LOCAL MUNICIPALITY' quoting reference number SCM 29/15/16

MANTSOPA

LOCAL MUNICIPALITY
Yours faithfully

20 APR 2016

SUPPLY
CHAIN MANAGEMENT

SM SELEPE

MUNICIPAL MANAGER

DATE: