

MAKHADO MUNICIPALITY
QUOTE NO. MAK000071/2011
QUOTATION: DESIGN, LAYOUT, PRINTING AND BINDING OF THE
2010/2011 ANNUAL REPORT.

Suitable potential service providers are hereby invited to submit written quotations for the Design, Layout, Printing and Binding of the 2010/2011 annual report.

The Specification is as follows:

- **DESIGN, LAYOUT, PRINTING AND BINDING OF 250XA4 ANNUAL REPORT 2010/2011 APPROXIMATELY**
- **250X COPIES A4 2010/2011 ANNUAL REPORT DOCUMENT**
- **DOCUMENT APPROXIMATELY 412 PAGES THICK**
- **TO BE PRINTED FULL COLOUR THROUGHOUT THE DOCUMENT**
- **TO BE PRINTED ON SIZE A4 MONGANI GLOSS PAPER, BACK TO BACK**
- **COVER PAGE TO BE 250 GSM MONGANI GLOSS**
- **INNER PAGES TO BE 150 GSM MONGANI GLOSS**
- **INSERTION OF FULL COLOUR PICTURES AND IMAGES, GRAPHS AND MAPS (TO BE PROVIDED BY MUNICIPALITY)**
- **PERFECT BOUNDING AND SOWING WHEN BINDING 412 PAGES AND COVER.**

- ❖ **Quotations are requested to be submitted with a booklet sample (a concept representation) and also an indication of the expected time frame for completion.**

REQUIREMENTS

- **Valid Original Tax Clearance Certificate**
- **Certified copy of ID**
- **Copy of company registration certificate**

Quotations must be as follows:

1. be signed by an authorized person of the supplier
2. be on an original letter head of the company/enterprise
3. be valid for a period of sixty (60) days from the closing date
4. clearly indicate the price charged vat inclusive
5. be accompanied by an original valid SARS Tax Clearance Certificate.
6. be accompanied by fully completed MBD 6.1 obtainable from the municipality or can be downloaded from municipal website www.makhado.gov.za.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number “**MAK000071/2011**” & description “**DESIGN, LAYOUT, PRINTING AND BINDING OF THE 2010/2011 ANNUAL REPORT**” and be deposited in the tender box at the foyer of the Civic Centre at the physical address reflected below by no later than **12H00 of 16 SEPTEMBER 2011**

Quotations received will be assessed in accordance with the Municipal Supply Chain Management Regulations, 2005 read with Council's Supply Chain Management Policy and 80/20 points scoring will be used.

Please Note:

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **Mrs Sinthumule MD** only at telephone number **015 519 3271** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. Admin enquiries can be directed to **Ms TP Ntsieni and Mr Ramabulana M** at **015 519 3129/3179**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

**AS TSHIKALANGE
MUNICIPAL MANAGER**

**Notice no :125/2011
File no : 8/3/2/1**