

**MAKHADO MUNICIPALITY**

**QUOTE NO. MAK103/2014/2015**

**QUOTATION: PRINTING, SUPPLY AND DELIVERY OF MAKHADO ANNUAL REPORT 2013/2014 AND BOOKLETS FOR SUMMARY**

All interested service providers are hereby invited to submit written quotations for the **printing, supply and delivery of Makhado annual report 2013/2014 and booklets for summary**

**SPECIFICATION:**

**1. 100 Copies X Makhado Annual Report 2013/2014**

- Size (A4);
- Number of pages (193);
- Paper Type:
- Cover - Gloss, 300 gsm
- Inside - Gloss, 135 gsm
- All photographs will be available from Makhado Municipality in digital format.
- Annual Report will be available from Makhado Municipality in MS Word format.

**2. 200 Copies X Annual Report Summary**

- Size (A4);
- Number of pages (193);
- Paper Type:
- Cover - Gloss, 300 gsm
- Inside - Gloss, 135 gsm
- All photographs will be available from Makhado Municipality in digital format.
- Annual Report will be available from Makhado Municipality in MS Word format.

**NB: Compulsory Briefing session will be held on 03 March 2015 at 10H00 in the Council Chamber  
Council Chamber, Ground floor, Civic Centre, 83 Krogh Street, Makhado**

**Requirements**

- **Valid Original Tax Clearance Certificate**
- **Copy of company registration certificate**
- **Certified copy/copies of company owner(s) ID Books**
- **BBBEE 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 and MBD 4 obtainable from the municipality or can be downloaded from municipal website [www.makhado.gov.za](http://www.makhado.gov.za).

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **“MAK103/2014-2015”** & description **“PRINTING, SUPPLY AND DELIVERY OF MAKHADO ANNUAL REPORT 2013/2014 AND BOOKLETS FOR SUMMARY**

” 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 06 MARCH 2015**

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. Preference points will be allocated according to BBBEE rating.

**Please Note:**

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **Mr SHILENGE R.R** at telephone number **015 519 3041** 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 Ntsieni TP** or **Mr Ramabulana M** at **015 519 3129/3179**

Civic Centre  
83 Krogh Street  
LOUIS TRICHARDT  
0920

**Notice no: 28/2015**  
**File no: 8/3/2/1**  
**IP MUTSHINYALI**  
**MUNICIPAL MANAGER**