



MOGALAKWENA MUNICIPALITY

## ADVERTISEMENT

**ADVERT DATE: 12 AUGUST 2015**  
**CLOSING DATE: 19 AUGUST 2015**  
**CLOSING TIME: 12H00**

**REQUEST TO SUBMIT QUOTATIONS NOTICE: 133/2015**

**MUNICIPAL MANAGER'S OFFICE: COMMUNICATIONS**

**The Mogalakwena Local Municipality (MLM) hereby invites service providers to print and deliver the following item.**

### **SPECIFICATION FOR THE 2015/16 NEWSLETTER PRODUCTION**

<b>Newsletter Size</b>	: A4 Size printed both size
<b>Paper Type</b>	: Gloss
<b>Grammage</b>	: 140 gsm
<b>No. of Pages</b>	: 20 pages
<b>Frequency</b>	: Quarterly
<b>Creative</b>	: Included (layout, design and printing will be the responsibility of the service provider)
<b>Printing</b>	: Full Colour
<b>Quantity</b>	: 1 500 in Sepedi.
<b>Translation</b>	: Is the responsibility of the service provider.
<b>Delivery</b>	: Delivery is the responsibility of the service provider.

#### **Layout and Design**

1. To be designed in Adobe InDesign program.
2. An electronic copy of the newsletter is a requirement in PDF format.
3. A dummy/ proof of newsletter is required before printing commence.
4. All pictures must be deep etched.

## **Printing**

1. Minimum requirement for plate production should be a CPT (Computer to plate system)
2. Progressive colour proofs required before commencement of printing.
3. Editorial will be sent to the service provider after the appointment and delivery be effected in **14 days.**

### **The following conditions shall apply:**

- QUOTATIONS ON YOUR COMPANY LETTERHEAD** in sealed envelope written the notice number and/or description of service must be deposited in the Tender box to the Supply Chain Management Unit at 07 Retief street Mokopane (Cnr of Fourie and Retief Street - STORES BUILDING) between 07h30-16h30 (excluding between 13h00-14h00)
- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- All goods supplied must be SABS approved.
- All awards are subject to the user division confirming the sample.
- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Closing date for submissions will be **Wednesday, 19<sup>th</sup> August 2015 at 12h00.**
- Quotations must be accompanied by:

1. Valid Tax clearance certificate;
  2. CK/Company registration certificate,
  3. B-BBEE status level certificate from an accredited agency, auditors or accountants,
  4. MBD 1, MBD 4, MBD 6.1 and MBD 8 forms obtainable on the Municipal website [www.mogalakwena.gov.za](http://www.mogalakwena.gov.za) and procurement office (stores)
- Fixed prices must be valid for thirty (30) days.
  - VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.**
  - Suppliers must be in a position to deliver within 14 days upon receipt of official order.

**N.B: Proof of previous work done or sample is a must seen. Please note that the material/dummy should be approved before printing and will be delivered by the service provider. No material will send through fax or e-mail for approval. A sample should be signed off at the municipality.**

**A copy of previous work produced i.e. x1 Sample published newsletter in Sepedi should be submitted with the quotation by the Service Providers and contactable references should accompany the quotation.**

Quotations will be evaluated on a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBBEEA 2003 and preferential procurement regulations

2011. *(More information about application and requirements, please refer to MBD 6.1 for compliance and guidance on how to be accredited or to be verified)*

For further enquiries, please contact Mr. Malesela Selokela in the Municipal Manager's office at 015 491 9760 and Ms. Moyahabo Rasekgala in the Procurement Office at 015 491 9662.

**MAKONDO P  
ACTING MUNICIPAL MANAGER**

**54 RETIEF STREET  
MOKOPANE  
0600**