



MOGALAKWENA MUNICIPALITY

## ADVERTISEMENT

ADVERT DATE: 13 SEPTEMBER 2018  
CLOSING DATE: 21 SEPTEMBER 2018  
CLOSING TIME: 10H00

REQUEST TO SUBMIT QUOTATIONS NOTICE: 110/2018

### PLANNING & DEVELOPMENT

The Mogalakwena Municipality hereby invites service provider to supply and deliver the following items.

**SPECIFICATION FOR EDITING, DESIGN, LAYOUT AND PRINTING OF TWO (02) SETS OF ITS INTERGRATED DEVELOPMENT PLAN IDP DOCUMENT**

**SPECIFICATION IS AS FOLLOWS:**

#### 1. Requirements

The Mogalakwena Local Municipality is in need of a service provider that can edit, design, layout and printing of two (02) sets of its Integrated Development Plan (IDP) document.

#### 2. Scope of work

- Proof reading and editing
- Formatting of table of contents
- Sourcing and placement of relevant photography assets
- Design and layout of 285 pages each professional IDP document for print
- Total print quantity – 500 x hard copies

- Burn to CD-Rom Duplication quantity of 2X Electronic copies each

### 3. General

- The document is in Microsoft word format and comprises of approximately **285 pages** each. The document also contains tables, full colour charts and maps. The cover of the documents should be in full colour on 200gsm gloss paper. The contents of the whole document should also be printed in full colour on 115gsm paper quoted stock. The books must be assembled using thread sewing with drawn on covers method. The document is available at the IDP offices at the Civic Centre both in hard copy and electronic format.
- The 500 printed copies of the document should be available by **10 October 2018**.
- A CD-Rom duplication quantity of 2x electronic copies each must be provided.
- Full payment of the assignment will be done within 30 days after receipt of 500 printed copies.

### 4. The quote shall include pricing for the following components:

- Proof reading & editing, design and layout of each document.
- Printing of 500 copies of the document.

### The following conditions shall apply:

- Prospective Bidders should be registered on **Central Supplier Database (CSD)-Please submit with unique reference number and Supplier number**
- Quotations must be accompanied by:
  1. valid Tax clearance certificate; (Tax compliance status pin issued should also be attached for new tax clearance certificate issued)
  2. Company registration certificate, CK1, CK2 etc.
  3. ID Copies of the shareholders
  4. B-BBEE status level certificate from an accredited agency, auditors or accountants/Sworn Affidavits
  5. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website [www.mogalakwena.gov.za](http://www.mogalakwena.gov.za) and procurement office (stores).
- Quotation which are submitted in the **wrong box, faxed, e-mailed** and **submitted after the closing time** will not be considered.

- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the specification
- Any alterations on the quotation must be initialed.
- 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.
- Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- 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.
- 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.
- 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.
- **Quotation on company letterhead in sealed envelope written the notice number and/or description of service must be deposited in a quotation/notice box of Mogalakwena Municipality (Civic Center), 54 Retief Street, Mokopane, 0600 when all request for quotations will be opened in public in the old council chambers, on the ground floor.**

For further enquiries, please contact Mr. Dan Seko in the Planning and Development Department at 015 491 9635/ 083 275 4498 and for administrative enquiries please contact Supply Chain Management Office at 015 491 9662/9647/9731/9671

K Maluleka  
 Acting Municipal Manager  
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