

**Bid No: SCM 27/2025/26**

**Supply Chain enquiries: 016 973 8740/44**

Date: 07 January 2026

**Request for formal Written Quotation**

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

**APPOINTMENT OF A SERVICE PROVIDER FOR DESIGN AND DEVELOPMENT OF AN ATTRACTIVE AND USER-FRIENDLY WEBSITE FOR METSIMAHOLO MUNICIPALITY.**

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **16 JANUARY 2026 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD) and provide us with your Supplier number or attach a Summary report.**
- **Service provider must submit municipal rates and taxes statement on the company name that is not older than three months and not in arrears for more than 90 days or Lease agreement where the company is the lessee.**
- **Bidders will have to submit draft designs and roll out plans when responding to the bid advertisement.**
- **Two reference letters from previous related projects**
- **Upon appointment, the service provider will be required to train three (03) Officials from Metsimaholo Local Municipality on how to maintain and update the website.**
- **The proposed Website must comply with Section 75 of the MFMA (56 of 2003)**
- **Bidders will be required to provide content management plan/ strategy**
- **Bidders must take note that after designing and developing the website they will have to give ownership of the website to the Municipality.**

**NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.**

**This quotation will be evaluated in terms of 80/20** of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.  
Failure to comply with the above conditions may invalidate your offer.

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Mr F.J. Motloun  
Municipal Manager

P.O. Box 60, Sasolburg, 1947  
Tel : 016 973 8300/1  
Fax : 016 973 2191  
Website : www.metsimaholo.gov.za



Local Municipality  
Plaaslike Munisipaliteit  
Lekgotla La Motse

**SPECIFICATION: DESIGN AND DEVELOPMENT OF AN ATTRACTIVE AND USER-FRIENDLY WEBSITE FOR METSIMAHOLO MUNICIPALITY.**

<b>Item Description</b>
Design and develop a website in Wordpress and/or HTML which includes, but not limited to, the following Pages or Sections:
<ol style="list-style-type: none"><li>1. News and Events (Home) of the Municipality</li><li>2. Our Region and Tourism</li><li>3. Key Documents</li><li>4. Dedicated page for Supply Chain and all its related activities</li><li>5. Business, Vacancies and Contact us</li></ol>