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Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

Bid No: SCM 39/2025/26

Supply Chain enquiries: 016 973 8743/4

Date: 05 March 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, LAYOUT, PRINTING AND DISTRIBUTION OF MUNICIPAL NEWSLETTER IN AREAS OF METSIMAHOLO LOCAL MUNICIPALITY BOUNDARIES ON AS AND WHEN REQUIRED BASIS.

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 **12TH of March 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.
- The bidder must attach at least 02 signed reference letters for previous work implemented or related projects as per the specification on the client's letterhead.
- **Own transport - Proof of ownership (certificate on the Company or Director's name) OR Leased transport - Signed valid letter of intention to lease on the lessor's company letterhead.**
- The bidder must attach their quote as per the specifications and terms of reference.

Please take note that the quotation must be valid for 60 days.

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 a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

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

Mr. F.J Motloun
Municipal Manager

Metsimaholo Local Municipality

SPECIFICATION:

APPOINTMENT OF A SERVICE PROVIDER FOR DESIGN, LAYOUT, PRINTING AND DISTRIBUTION OF MUNICIPAL NEWSLETTER IN AREAS OF METSIMAHOLO LOCAL MUNICIPALITY BOUNDARIES ON AS AND WHEN REQUIRED BASIS

Item Description	QUANTITY
<ul style="list-style-type: none"> 12-page Tabloid Size Newsletter (colour) 	01
<ul style="list-style-type: none"> Print Format, one copy (Colour) 	01
<ul style="list-style-type: none"> Distribution Costs of Newsletter in the following areas of Metsimaholo Local Municipality boundaries: 	
Zamdela	01
Vaalpark	01
Deneysville	01
Refengkgotso	01
Viljoensdrif	01
Oranjeville	01
Metsimaholo	01
<ul style="list-style-type: none"> PDF Back-Up CD (digital copy in colour) 	01