

**Bid No: SCM 40/2025/26**

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

**Date:** 16<sup>th</sup> of March 2026

**Request for formal Written Quotation**

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

**APPOINTMENT OF A SERVICE PROVIDER TO DESIGN ADVERTISEMENT AND ADVERT PLACEMENT ON NATIONAL NEWSPAPER**

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 company and must be delivered not later than the **23 MARCH 2026 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, First 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 01 signed reference letter for previous work implemented in media buying and media placement as per the specification on the client's letterhead.

**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 the Municipal website for your information. Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung  
Municipal Manager

### SPECIFICATIONS

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN ADVERTISEMENT  
AND ADVERT PLACEMENT ON NATIONAL NEWSPAPER

### TERMS OF REFERENCE

- Advertising on behalf of the Municipality in national newspapers which include the following but not limited to: Sunday Times (section: Careers)
- Provide a Tear Sheet to the Municipality once the advertisement has been placed.
- The bidder must attach their quote as per the specifications and terms of reference.

### COMPLIANCE

**Experience:**

- Bidders must have experience in Design of advertisement, Media Buying and Advert Placement.
- The bidder must attach at least 01 signed reference letter for previous work implemented in media buying and media placement as per the specification on the client's letterhead.