



## MKHAMBATHINI LOCAL MUNICIPALITY

### REQUEST FOR QUOTATION

FWPQ: 05/2019/20

ADVERT DATE 16 JULY 2019

The Mkhambathini Municipality invites reputable, eligible and accredited service providers to submit Formal written Price quotations for printing of Municipal Newsletter.

**Below is the specification for service required:**

Description
Printing of Newsletter (Quarterly – 4 editions)
A4 Full Colour Glossy Magazine approximately 13 pages
Full Colour on gloss paper.
Design, Editing and layout for the Newsletter
Language – Mixture of English and IsiZulu
Supplier may be required to attend some functions, write articles, and convert some reports into articles when required, Mayor's column will be based on interview by supplier with Mayor, if Mayor unavailable the Written column will be provided.

**Note:**

**All pictures and copy (articles/stories) to be written and supplied by Mkhambathini Municipality Distribution of the Newsletter to the community to be done by Mkhambathini Municipality**

Quotations with the valid tax clearance certificate/ tax pin, Copy of Company registration, all MBD forms to be filled, BBBEE Certificate, Municipal Billing Statement, Company profile and Central supplier database registration confirmation sealed in an envelope marked with quotation for **'Printing of Municipal Newsletter with reference number FWPQ: 05/2019/20'** must be deposited during office hours, 08H00 to 16H15, Monday to Friday in the Tender Box of Mkhambathini Local Municipality, 18 Old main Road, Camperdown, 3720, on or before **23 July 2019**.

Delivery Period must be stipulated and quotation will be evaluated using PPPFA method (80/20 system). Price must be inclusive of VAT. Failure to submit any above mentioned document will automatically disqualify your quote. For more information please contact SCM officer on (031) 785 9338. **Late and Faxed quotations will not be accepted.**

Ms. ZM Mdlazi  
Acting Municipal Manager



15/07/19