



EMADLANGENI MUNICIPALITY

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business not later than **Thursday, 27 May 2021 at 15H00**.

The quotations must be emailed at Email: scm@emadlangeni.gov.za

The following conditions will apply:

- **NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS WHO DO NOT RESPOND IN THE ABOVE MENTIONED EMAIL ADDRESS WHICH IS : scm@emadlangeni.gov.za**
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must complete MBD1, MBD4, MBD6.1, MBD8 and MBD9 forms obtainable from the municipal SCM office or Municipal Website and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database and Central Suppliers Database (CSD).
- Bidders must enclose a valid tax status or tax pin and a copy of BBBEE certificate/Sworn affidavit-BBBEE exempted micro enterprise.
- Failure to submit the proof of B-BBEE certificate/Sworn affidavit-BBBEE exempted micro enterprise will result in forfeiting the points.

NB: No quotations will be considered from persons in the service of the state!

Failure to comply with these conditions may invalidate your offer.

Yours faithfully


SS de Klerk
Acting Municipal Manager
Tel: 034 331 3041

PRICING SCHEDULE

DESCRIPTION OF GOODS /SERVICES <u>Service Provider to Supply & Deliver Printing of Newsletter</u>		
Item	Description	Quantity
1.	<p><u>Spec</u></p> <p>To Write, Design Layout, Translation, Edit, Print, Deliver and Distribute throughout the District.</p> <ul style="list-style-type: none"> • To Compile 3 X Dummy magazines and 3 final copies in all 3 languages (English, Zulu and Xhosa) • To create a PDF File in ADOBE, to be used for printing. • To print 5000 copies. 3,000 in Zulu, 2000 in English. <p>SIZE</p> <ul style="list-style-type: none"> • A4 (297 x 210) 34 Pages Self-cover. <p>PRINTING</p> <ul style="list-style-type: none"> • Colour Printing. <p>BINDING</p> <ul style="list-style-type: none"> • Folded, inserted, saddle stitched two wires and trimmed to size. <p>MATERIAL</p> <p>Text : Mongani Gloss Art 129gsm</p> <p>TRANSLATING AND EDITING •</p> <p>The Service Provider will be expected to translate and edit accurately and thoroughly.</p> <ul style="list-style-type: none"> • Under no circumstance is the final printed copy to have contextual errors and spelling <p>Requirement</p> <p>Provide at 5 previous projects</p> <p>attach graphic design and language practise certificate or Journalism</p> <p>2 traceable references</p>	
Enquiries please contact: Ayanda Mbaso @ mabasoa@madlangeni.gov.za/ 071 782 9077		

DELIVERY ADDRESS:

*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

