



TSWELOPELE

LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

Tel: 051 853 1111
Fax: 086 539 3183
E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 69 OF 2013/2014
DESIGNING AND PRINTING OF THE MUNICIPAL ANNUAL REPORT FOR THE
2012/2013**

Formal written price quotations are hereby requested from competent and reputable service providers to Design and Print the Municipal 2012/2013 Annual Report:

SCOPE OF WORK

- The annual report must be in an A4 full colour booklet
- The number of copies to be produced is 100
- The number of electronic version on compact disc (cd) to be produced is 50
- The number of pages excluding the cover page will be estimated at 160 pages per booklet
- The annual report draft will be expected by the agreed time
- The size of the document should be kept at an A4 dimension
- Editing , proofreading and photography should be included

PRINTING

- Colours Full colour for the entire annual report
- Cover To be dictated by the design however 300 gsm is recommended
- Text pages To be dictated by the design however 135 gsm is recommended
- Printing To be dictated by the designer (Lithographic, laser or digital printing)
- Type Booklet and cd version

- Quantity The estimated number of copies is 100 booklets and 50 Cd's

CONCEPTUALIZING AND DESIGN

- The service provider must conceptualize and develop a theme and design which will be applicable for the Tswelopele Local Municipality's annual report.
- Designing will include plotting and generating organigrams, maps, graphs, pie charts and digital artwork such as deep etching and cropping.

All quotations must be faxed to 086 539 3183, or e-mailed at loapep@tswelopele.org not later than, 15th of **May 2014** before **12H00**.

The following terms and conditions shall apply:

1. Quotations must be in the letterhead of the Prospective Service Provider.
2. Service must be made in Bultfontein Head Office.
3. No quote will be accepted without Valid Tax Clearance Certificate.
4. BBBEE Certificate must be submitted (if not already submitted to the municipality with application to be on database of suppliers). Should BBBEE Certificate not be submitted, no preference points may be claimed in this regard.
5. Only Suppliers who are registered with the Municipality as Suppliers (which have been allocated a Supplier / Vendor Number) are eligible to submit quotations. Suppliers who are not registered on Tswelopele Supplier Database must apply to be listed on database (which will be done once such Prospective Service Providers has met the listing criteria).
6. Prices on quotations must be valid for 30 (thirty) days from the closing date.
7. No Payment will be made (in Full of Partially) prior to delivery of Such Annual Report and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
8. Non-adherence to any of the conditions may lead to your quotation not to be considered.

9. The Electronic copy of the final Document must be submitted to the Municipality in a Non-PDF Format.
10. Prospective Service Providers must provide at least three references where these services were provided.

All enquires to be directed to **Mrs. Puseletso Loape** at **051 853 1111**.

A handwritten signature in black ink, appearing to read 'Lefa Moletsane'. The signature is written in a cursive style. To the left of the signature, the initials 'E.S.' are written inside a small circle.

Lefa Moletsane
Chief Financial Officer

09-05-2014