



NOTICE IS HEREBY ISSUED FOR THE SUBMISSION OF QUOTATIONS FOR THE SUPPLY OF NEWSLETTER.

Specification for the Newsletter

Newsletter Size	:	A4 Size printed both size
Paper Type	:	Gloss
Grammage	:	135g, self cover
No. Of Pages	:	12 pages
Creative	:	Included (layout, design and printing will be the responsibility of the service provider)
Printing	:	Full Colour
Quantity	:	7 500 copies
Frequency	:	Quarterly (1 every 3 months)
Period	:	1 Year (4 editions)
Content	:	The articles and pictures will be provided by the Thabazimbi Municipality, however, when required the service provider should be available to source articles and pictures.
Delivery	:	Delivery is the responsibility of the service provider.

N.B: Proof of previous work done or sample is a must seen.

The following conditions shall apply:

- Quotations in sealed envelope written the notice number must be deposited in the Tender box to the Supply Chain Management Unit at 07 Rietbok street, Thabazimbi, 0380 between 07h30-16h30 (excluding between 13h00-14h00)
- Closing date for submissions will be 19 September 2012 at 12h00.
- Quotations must be accompanied by valid Tax clearance certificate;
- CK/Company registration certificate, B-BBEE status level certificate from an accredited agency, auditors or accountants, MBD 1, MBD 4, MBD 6.1 and MBD 8 forms obtainable on the Municipal website and procurement office (stores)
- Fixed prices must be valid for thirty (30) days.
- **VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.**
- Suppliers must be in a position to deliver within 14 days upon receipt of official order.
- Quotations will be evaluated on an 80/20 point system basis. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBEEA 2003 and preferential procurement regulations 2011.
- For further enquiries, please contact Mr. Malepe MA, tel: 014 777 1525 ext. 113

MUNICIPAL MANAGER