



**REQUEST FOR FORMAL WRITTEN QUOTATION**

**CLOSING DATE:**

**30 NOVEMBER 2022 @12h00**

**TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES**

Zee Nqala [Nqala—zee.nqala@ilembe.gov.za](mailto:zee.nqala@ilembe.gov.za)

Nduh Zungu [Nduduzo.zungu@ilembe.gov.za](mailto:Nduduzo.zungu@ilembe.gov.za) 032 437 9421

**ADMINISTRATIVE ENQUIRIES REFERENCE**

**NOMUSA GUMEDE –032 551 8700** [Nomusa.gumede@ilembe.gov.za](mailto:Nomusa.gumede@ilembe.gov.za)

**CS/020835/2022**

**DATE OF ISSUE**

**23 NOVEMBER 2022**

Kindly submit (on your company letterhead); a written price quotation for the following: -

Items	DESCRIPTION
1	<p>REQUEST FOR THE DESIGN, LAYOUT, PROOF-READING, EDIT PHOTOS AND TRANSLATE ISIZULU TO ENGLISH IDM NEWSLETTER.</p> <p>THREE DESIGN EXAMPLES TO CHOOSE FROM. FULL COLOUR PRINT &amp; READABLE PRINT ONLY EXTERNAL NEWSLETTER 4000 COPIES BI-ANNUAL</p> <p><b>ALSO REFER TO THE ATTACHED SPECIFICATION.</b></p>

All bidders must **PLEASE** ensure that they have a clear knowledge of what they are quoting for.

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of offer.
- Price(s) quoted must be firm and inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017, pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (also available on [www.ilembe.gov.za](http://www.ilembe.gov.za)) must be scrutinized, completed and submitted together with your quotation.
- The awarding of this contract will be subject to the application of the objective criteria as stated in Section 2(1)(f) of the PPPFA (Act 5 of 2000).
- Notwithstanding the need to advance socio economic transformation objectives, the Municipality reserves the right to ensure value for money and cost effectiveness by conducting negotiations of the final prices so that they are market related.
- Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to [www.csd.gov.za](http://www.csd.gov.za) and get themselves registered.
- The tax clearance information (including unique SARS PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be notified and given 7 working days to resolve their matters with SARS.
- Certified copy of BBBEE Certificated or Sworn Affidavit must be supplied together with quotation.

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

Failure to comply with these conditions will invalidate your offer. iLembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

**C.MBOLA**  
**ACTING MUNICIPAL MANAGER**



**External newsletter Specification:**

- Eight pages (two sleeves, one for English and another for IsiZulu with different covers)
- White paper, tabloid size (A3)
- Colour
- 4000 copies (bi-annual ) 8000 in total.
- Font type and size to be agreed upon depending on the design
- Three design examples to choose from
- IsiZulu and English languages
- Distribution to Mandeni, Ndwedwe, Maphumulo and KwaDukuza (attached is the list of areas)
- Translation from English to IsiZulu
- **Bi-monthly publication due as follows:**
  - December 2022
  - June 2023
- **Quarterly**
  - December 2022
  - March 2023
  - June 2023

**More info call Khululiwe Makhaye 060 948 8315 or Nduduzo Zungu 078 609 5831**

**NB: DON'T PRINT WITHOUT THE APPROVAL OF THE USER DEPARTMENT.**