



Re - Advert : 17 August 2020

**NQUTHU MUNICIPALITY  
UMASIPALA WASE NQUTHU**

**QUOTATION NUMBER: SCM/032/20-21**

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 quoting the abovementioned quotation number not later than, **Monday, 24 August 2020 at 12H00.**

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR** faxed to: **034 271 6148** for the attention of the SCM Office.

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The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) 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 MBD4 (**Declaration of Interest**) form obtainable from the municipal SCM office and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database.
- Quotations between **R30 000** and **R200 000** will be evaluated using **80/20** preferential system.

**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**mbkhanye@nquthu.gov.za**  
**Tel: 034 271 6125**

ITEM No.	DESCRIPTION OF GOODS /SERVICES	ITEM CODE
	<b>SERVICE PROVIDER TO SUPPLY AND DELIVER NEWSLETTER.</b>	
	<b>Specification: April-June</b>	
	<p><b><u>Quantity: 3000</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Design, Layout and Printing</b> of a Municipal Newsletter for Nquthu Local Municipality. <ul style="list-style-type: none"> <li>- The newsletter must be printed on a A3 glossy 115gsm, white paper folded into A4</li> <li>- The cover pages (<i>front and back</i>) must be a high glossy A3 folded into A4 180gsm paper</li> <li>- 24 pager including cover pages: self-cover publication in full colour.</li> <li>- The Newsletter would have Municipal logo, Municipal Contact Details.</li> <li>- Each content page (<i>inside page</i>) must be numbered.</li> <li>- The municipal physical and postal address, contact details (Fax, Telephone, Facebook page, twitter etc.) must be inserted at the cover back page of the newsletter</li> <li>- Must have nice and matched colours.</li> <li>- Design must be approved by the municipality before it goes on printing</li> <li>- Photos and Content would be provided by the Municipality.</li> </ul> </li> </ul>	

## DELIVERY ADDRESS:

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i \* 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.