



# KWASANI MUNICIPALITY

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

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

The quotation must be submitted on the letterhead of your business and can either be faxed, email or delivered by hand not later than **24/07/2013** before **16:00** to: **fax 086 583 2315 E-mail: procurement@kwasani.co.za**

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### SCHEDULE

QUANTITY	DESCRIPTION
5000	Service provider to do the municipal newsletter in a form of newspaper. Size A3 Pages =16 <b><u>Scope of work</u></b> <ul style="list-style-type: none"><li>• Sourcing and writing</li><li>• Layout and Design</li><li>• Proof reading and editing</li><li>• Printing and delivering</li></ul>

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.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4 & MBD 6.1 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance certificate
- The successful provider will be the one scoring the highest points.
- Tax Clearance certificate, BBBEE Certificate.
- **MBD forms are available on our website.**
- The Municipality does not bind itself from accepting lowest bid or any other bid and reserve the right to accept whole or part of the bid.

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

Failure to comply with these conditions may invalidate your offer


32 Arbuckle Street, Himeville, 3256.  
Tel: 033 702 1060,

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<sup>i</sup> \* 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.

Yours faithfully



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Ms. N.C. James  
Municipal Manager