



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

E-mail: jilin@harrygwaladm.gov.za

ADVERT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS DESIGN AND PRINTING OF PORTRAITS

Harry Gwala District Municipality hereby requests written price quotation from suitably experienced services providers for the design and printing of portraits for the municipality. Service providers are required to comply with normal business ethics.

SPECIFICATION/SCOPE

The municipality is looking for a service provider that will design and print the official portraits on behalf of the municipality. The appointed service provider will be required to perform the following task:

- Design and print 46 portraits (different sizes)
- 40x50 frame, 12x16 photo, Mount/ Slip.
- 12x18, Mount/slip,
- Each picture must have name plate
- Deliver and mount the portraits in different offices including the council chamber and the satellite offices.
- Ensure the portraits are clear and correctly designed

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Company Profile
- Central Supplier database registration

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).

- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database and central supplier database.

CLOSING DATE

The closing date for the bidders is **on 31 May 2018 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **“Design and printing of portraits”** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mr N. Tenza** on 039 834 8700 during working hours.

Mrs A.N. Dlamini
Municipal Manager