



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 026/ 2017-18**

Date: 22 August 2017

Dear: Service provider

### **Request for Formal Written Quotation**

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

### **REQUEST OF A SERVICE PROVIDER TO PRODUCE AND PUBLISH FEZILE DABI NEWS FOR THE MONTH OF SEPTEMBER 2017**

Terms of reference as per attached list:-

Print 15000 copies of Fezile Dabi News for distribution

Full colour tabloid size 38gsm

Deliver to the four local municipalities in strategic positions(clinics and libraries)

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Tuesday, the 29 August 2017 on or before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

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The following condition will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **that is no later than ten (10) working days after issuing an order.**
- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate/Tax Clearance Pin must be furnished
- Copy of company registration reflecting equity owned by the members and status be In Business(CIPC)
- **BBBEE VERIFICATION CERTIFICATE**
- **Municipal rates & taxes** information in the bid document must be duly completed by local municipality or landlord.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.
- **Central Supplier Database (CSD)** registration number/summary report must be attached to the tender/bid document.

**POINTS ALLOCATION FOR 80/20 PRINCIPLE:**

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|--|----|
| ❖ PRICE  | 80 |
| ❖ PROSPECTIVE BIDDERS WHO WISH TO CLAIM THIS POINTS ARE REQUESTED TO ATTACH THEIR <b>BBBEE</b> RATING CERTIFICATE. | 20 |

Failure to comply with these conditions may invalidate your offer.

**NB: Forms for claiming preferential points are available from procurement offices at a cost of R40.00 per copy.**

Yours Faithfully

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GCOBANI MASHIYI  
CHIEF FINANCIAL OFFICER

