



NOTICE NO. SCM04-0208-18

Kindly furnish us with a written quotation for the supply of goods and services as detailed below. Request for quotation documents may be obtained from Ray Nkonyeni Municipality, Supply Chain Management Office at 1000 Dan Pienaar Square, Margate or from our website, www.rnm.gov.za from **02 AUGUST 2018** to closing date, during offices hours (7h30 to 16h00).

SUPPLY, DESIGN, PRINT AND DELIVERY OF NEWSLETTER

ITEM	DESCRIPTION/SPECIFICATION	QTY	UNIT PRICE		AMOUNT (EXCL VAT)	
			R	C	R	C
	<ul style="list-style-type: none"> Develop, design, layout and print Ray Nkonyeni Municipality external Newsletter First printed publication/issue to be available for distribution by end 27 September 2018 and second publication to be in available and distributed by 07 December 2018; 80g sun bond paper – Tabloid size 385 mm X 263 mm size Publication to be 8 pages, printed on both sides Logos, photographs and some text of up to 25% to be printed in full colour Artwork will be supplied by Ray Nkonyeni Municipality Service provider to distribute 10 000 copies of the Newspaper to all areas of Ray Nkonyeni Municipality from Hibberdene to Port Edward along the Coast and inland (KwaNzimakwe, KwaXolo, Mavundla, KwaMadlala, Oshabeni, KwaNdwalane and all of Eziqoleni Area - Proof of delivery to be supplied on request An amount of 1000 copies to be delivered at municipal offices; 10 Connor Street, Port Shepstone The supplier will be expected to send a proof of the draft newsletter for approval prior to printing turnaround of 72 hours. The supplier will be expected to have a track record of 5 years or more experience in printing and developing newsletters and/or newspapers (company profile to be attached) 	10 000				
SUB TOTAL						
ADD 15% VAT						
TOTAL						

COMPULSORY CLARIFICATION MEETING: RAY NKONYENI MUNICIPALITY – COUNCIL CHAMBERS

DATE: 06 AUGUST 2018 TIME: 12H00

CONTACT: SIMON APRIL ON 072 057 5387 / 039-688 2056

Sealed quotations must be marked: **TENDER NO. SCM04-0208-18 – SUPPLY, DESIGN, PRINT AND DELIVERY OF NEWSLETTER** to be deposited into a tender box at the Supply Chain Management Office, Lot 1000, Newton Road, Dan Pienaar Square, Margate, 4275 by no later than **12H00 ON 10 AUGUST 2018**. Telegraphic faxed, emailed and late quotations will not be accepted. A Valid Tax Clearance Certificate from SARS reflecting your tax pin code must be furnished. Mini tender documents (available on our website and at the Procurement office) must be attached. It is compulsory that all service providers are registered on the Central Supplier Database (CSD), your CSD registration number must be furnished with every tender submission. Failure to attach all the mandatory documents will result in your tender not being further evaluated.



NOTICE NO. SCM04-0208-18

FAILURE TO COMPLY WITH THESE CONDITIONS MAY INVALIDATE YOUR OFFER.

All enquiries in respect of the above should be addressed to the Supply Chain Management Office, Farana Naicker on 039-3128378. The Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of the quote. I hereby certify my quotation is without any alterations or erasures.

COMPANY FULL NAME

AUTHORISED PERSON FULL NAME & SIGNATURE

DATE

COMPANY STAMP
