



## MOQHAKA LOCAL MUNICIPALITY

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 5/1/1/209-20

CLOSING DATE: 27 FEBRUARY 2020

CLOSING TIME: 12:00 PM

NON-REFUNDABLE FEE: **R 150.00**

Description	Contact Person
<p><b><u>Compile, Layout, Design, Write Stories, Print and deliver the Moghaka Municipal Tabloid (Moghaka News).</u></b></p> <p>The service providers must supply and deliver with the following specifications:</p> <ul style="list-style-type: none"><li>8 Page Full Colour 48,8g</li><li>Quantity 20 000 Copies</li><li>Duration 1 Month</li><li>Addition: 1</li><li>Language: English</li><li>Distribution Points: Moghaka LM Offices in</li></ul> <p>NB. Service provider must provide experienced writer and a professional photographer for all municipal event, as per the schedule to be determined by the Communications Officer.</p>	<p>Mr. Dika Kheswa Tel: 056 216 9119 Email Address: dikak@moqhaka.gov.za</p>

#### **ELIGIBILITY CRITERIA**

Only those suppliers who:

- Are willing and able to deliver the services within 30 days from receiving and accepting the official appointment letter,
- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 45 days from date of the RFQ closing- Shall be eligible to participation further on price and preferential points.
- Quotes in line with these procurement ranges (R30 000.00 – R200 000.00) will be considered for further evaluation.

#### **SUBMISSION DETAILS**

The quotation and supporting documents sealed in an envelope and **externally endorsed with the relevant quotation number and description** and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

#### **CONTACT DETAILS FOR ENQUIRIES**

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9119.  
For Technical, queries contact Mr Dika Kheswa at 056 216 9119.

