



JOHN TAOLO DISTRICT MUNICIPALITY

REQUEST FOR QUOTATIONS

QUOTE 13/2015/16

SUPPLY AND DELIVERY OF DIARIES AND CALENDARS

Requests for formal written price quotations are hereby invited for the Supply and Delivery of Diaries and Calendars to the John Taolo Gaetsewe District Municipality as indicated below:

NR	Quantity	Descriptions
1.	2000	A4 size, glossy paper 250g/m with full colours including front and back pages, 16 page newsletter
2.	1200	Design and printing of A1 calendars, printed in full municipal colours in gloss, with photo of John Taolo Gaetsewe, contact numbers, vision and mission, school calendar, public holidays and emergency numbers.
3.	175	Two tone leather A5, 340 pages inserted, foiling, logo embossing, fit 1 ribbon, named- 150 diaries (25 unnamed)
4.	21	A5 Refills, inserted with photos of councillors and Council itinerary.

Quotation documents with specifications and detailed information are obtainable at the Budget and Treasury Office (office hours: 08h00 to 13h00 and 14h00 to 15h30) of the Municipality, 4 Federale Mynbou Street, Kuruman, 8460, **from 12:00 on Tuesday, 08 December 2015.**

Sealed Quotations clearly marked "**Quote 12/2015/16: Supply and Delivery of Diaries and Calendars**" must be placed in the tender box situated at the offices of the Municipality, 4 Federale Mynbou Street, Kuruman, 8460, **before 12:00 on Thursday, 17 December 2015** at which time the quotations will be opened in public.

No late submissions will be accepted.

Please note that it is a prerequisite of the Municipality that all service providers are to be registered on the Municipality's Supplier Database. It must therefore be understood that only quotations from suppliers registered on the Municipality's Supplier Database or quotations accompanied by a completed Supplier Registration Application Form will be considered. The submissions of valid up to date SARS tax clearance certificates are compulsory. Supplier Registration Application Forms are available from the Budget and Treasury Office of the Municipality at Office Number 02.

The John Taolo Gaetsewe District Municipality does not bind itself to accept the lowest or any quote and the Municipality reserves the right to accept the whole or part of any quote. No reasons for the acceptance or rejection of any quote will be given.

Quotations will be adjudicated according to the John Taolo Gaetsewe District Municipality's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act (Act 5 of 2005) and the Preferential Procurement Regulations, 2011, as well as the Broad Base Black Economic Empowerment Act (Act 53 of 2003).

Enquiries may be directed to the Communication Officer: Mrs. Dineo Leserwane at telephone number (053) 712 8700/8813.

M Bokgwathile
John Taolo Gaetsewe District Municipality
PO Box 1480
Kuruman
8460