



SCM RFP 07/2017/18

REQUEST FOR PROPOSAL

Design and printing of the Annual Report

Proposals are hereby invited from suitable qualified and experienced Bidders to provide proposals for design and printing of Nongoma Annual Report 2016/17.

The successful service provider will need to:

Proof read the document text, design, layout, print and deliver copies according to following specifications:

ITEM	DESCRIPTION
1. Size of document 11 pages in A3	A4 A3
2. Number of pages	169, A4 plus 11, A3
3. Colour, design and layout	line with NLM colours
4. Type of binding	Perfect bound
5. Number of copies	60
6. Proof reading	Yes
7. Printing and delivery	Yes

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

- Tax clearance certificate /Tax status pin
- Certified copies of company registration documents together with certified copies of company shareholders' IDs
- Proof of registration with Central Supplier Database
- Statement of municipal rates not older than 3 months or proof of residence with signed affidavit from South African Police Services
- Signed MBD forms
- Proof of previous work done with relevant traceable references

The following conditions will apply:

- Prices quoted must be firm and must be valid for 90 days.
- The 80/20 preferential points system will apply in evaluation of this proposal.

1. DOCUMENTS

Bidders are required to prepare the proposal suitable for the service required and attached a proof of previous work done

2. BID ENQUIRIES

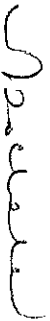
Bid enquiries and technical matters shall be directed to the relevant representative as detailed below:

Enquiries	Contact Person	Telephone	Fax
Performance Management	NG Khumalo	035 831 7500	035 831 3152

3. CLOSING DATE: 20th April 2018 @ 12H00 afternoon

Completed Proposal documents must be, enclosed in a SEALED ENVELOPES MARKED WITH PROPOSAL NUMBER AND DESCRIPTION" SCM RFP 07/2017/18 ,PROPOSAL FOR DESIGN AND PRINTING OF THE ANNUAL REPORT "MUST BE DEPOSITED TO NONGOMA MUNICIPALITY TENDER BOX (LOT 103 Main streets) and addressed to the Municipal Manager, Nongoma Local Municipality

Nongoma Local 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.



MRS V.T SOKHELA
MUNICIPAL MANAGER
NONGOMA LOCAL MUNICIPALITY