



NOTICE NO .SCM01-1808-22

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 from **18 AUGUST 2022** during offices hours (7h30 to 16h00) to closing date. However you are encouraged to download the document at <https://www.rnm.gov.za/index.php/opportunities/tenders/mini-tenders>

DEVELOP, DESIGN, LAYOUT, PRINT, DELIVER AND DISTRIBUTE RNM EXTERNAL NEWSLETTER

DESCRIPTION/SPECIFICATION	QTY	UNIT PRICE		AMOUNT (EXCL VAT)	
		R	C	R	C
Develop, design, layout, print, Deliver and Distribute Ray Nkonyeni Municipality External Newsletter (called Isigcawu) <ul style="list-style-type: none"> • 4 Printed publication/issues to be available for distribution on or before the following dates: <ul style="list-style-type: none"> ✓ 23 September 2022 ✓ 09 December 2022 ✓ 24 March 2023 ✓ 23 June 2023 • 80g sun bond paper – Tabloid size • 385 mm X 263 mm size • Publication to be 4 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 • The supplier will be expected to send a proof of the draft newsletter for approval prior to printing with the turnaround time of 72 hours. • A quantity of 1000 copies to be delivered at municipal offices: 10 Connor Street, Port Shepstone • Service provider to distribute the remaining 7 000 copies of the newsletter to all areas of Ray Nkonyeni Municipality from Hibberdene to Port Edward along the coast and inland (KwaNzimakwe, KwaXolo, KwaMavundla, KwaMadlala, Oshabeni, KwaNdwalane and all of Izingolweni Area - Proof of delivery to be supplied on request 	8 000 (per issue)				

Note to bidders:

- **Bidders should demonstrate previous experience in respect of similar job (Proof, Sample of the previous work and Traceable references to be furnished)**
- **For more technical information contact Mr Simon April on 039 688 2056 or 072 057 5387 during office hours only**

	SUB TOTAL		
	ADD 15% VAT		
	TOTAL		

Sealed quotations must be marked: **TENDER NO.SCM01-1808-22 DEVELOP, DESIGN, LAYOUT, PRINT, DELIVER AND DISTRIBUTE RNM EXTERNAL NEWSLETTER** must be deposited into a Tender box at the Supply Chain Management Office (Margate) by no later than **12pm 25 AUGUST 2022.** 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 Supply Chain Management Office) must be attached. It is mandatory that all service providers are registered on the Central Supplier Database (CSD) and proof of your registration reflecting your CSD Number must be furnished with every tender submission. Failure to attach all mandatory documents as is requested on the tender documents will result in your tender not being further evaluated.

FAILURE TO COMPLY WITH THESE CONDITIONS MAY INVALIDATE YOUR OFFER.

All queries in respect of the above should be addressed to the Supply Chain Management Office – 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.

Ray Nkonyeni Municipality
P O Box 5
PORT SHEPSTONE
4240

COMPANY FULL NAME

AUTHORISED PERSON FULL NAME & SIGNATURE

DATE

COMPANY STAMP