

MATJHABENG

**MUNICIPALITY
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**MUNISIPALITEIT
MMASEPALA**

REQUEST FOR PROPOSALS

RFP 04/02/2010

PROOFREADING, PRINTING AND BINDING

Matjhabeng Local Municipality invites suitably qualified, capable and experienced service providers to submit their proposals for proofreading, printing and binding of Annual Report.

Bid documents (MBD Forms) are available on payment of R200.00 per set from Office number 108 Municipal Offices (Main Building), C/O Stateway and Ryk Street, Civic Centre, Welkom.

Bid documents in sealed envelopes quoting the number, description and addressed to the Municipal Manager, Matjhabeng Local Municipality, P.O Box 708, Welkom 9460 must be deposited in the Tender Box, placed at the entrance of Municipality Offices (Main Building) Corner of Ryk Street and Stateway, Civic Centre, Welkom or send by mail to the afore-mentioned address.

Closing Date and Time: Monday, 08 March 2010 at 11H00

Contact person: Mr. TR Shiringani at (057) 391 3242/3243

Bidders should take note of the following:

1. Failure to complete all supplementary/requested information will result in the bid being deemed null and void.
2. Bidders are to familiarise themselves fully with the Specifications and other portions of the bid document.
3. On requesting bid documents prospective bidders are required to complete the bid register in full.
4. The Supply Chain Management Policy objectives of Matjhabeng Local Municipality will be applied.
5. Bidders must submit a valid and original **Tax Clearance Certificate** or in the case of a Joint Venture, valid and original **Tax Clearance Certificates of All Partners** in the Joint Venture.
6. No faxed copies or e-mails or late bids will be considered.
7. Only signed original bids will be accepted.
8. Bids will be evaluated in terms of the Preferential Procurement Policy Framework Act by using the 90/10 points system.
9. The lowest or any bid will not necessarily be accepted and the Municipality reserves the right to accept any bid wholly or partially.
10. Preference will be given to previously disadvantaged and black empowerment enterprises, and bidders willing to subcontract and empower SMMEs.

**Mr. THE Pietersen
Municipal Manager**

Notice 26/2010