



## LEKWA LOCAL MUNICIPALITY



### REQUEST FOR WRITTEN QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed below

Qty	Description
<b>1000</b>	<b>IDP DOCUMENTS AND CELL PHONE APP</b> <b>SCOPE OF WORK</b> Conduct interviews with relevant personal Compile articles in a professional manner Proof reading and editing of such articles Formatting of table of contents Sourcing and placement of relevant photography assets Formulation of a summary booklet of the existing IDP consisting of approximately 64 pages booklet Design, layout and printing of 130gm Art gloss paper, self – cover and saddle stitched Publishing the Summarized IDP on an Free Cell Phone App For the Community to access 2 x electronic copies of the finalized booklet burned to CD-Rom Delivery to Lekwa Local Municipality

The quotation must be submitted on the letterhead of your business and can either be faxed, delivered by hand or e-mailed to

#### CINDY

(017) 712 9647 (phone)

(017) 712 1464 (fax)

(086) 6293 971 (fax to email)

ckhambule@lekwalm.gov.za

by not later than 22 AUGUST 2017 @12:00

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and VAT to be clearly indicated
- A firm delivery period must be indicated.
- **Quotations will be considered per item and NOT as a whole.**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully  
Bilal Cajee