



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
200	<p>IDP DOCUMENTS OF 2017-2018</p> <p><u>SCOPE OF WORK</u></p> <p>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 Design, layout and printing of the following document:</p> <ul style="list-style-type: none">• A5 IDP document, consisting of 404 pages inside on 115gsm Art gloss paper, with 4 x covers on 250gsm, perfect bound and saddle-stitched, shrink-wrapped and boxed. <p>2 x electronic copies of the finalized booklet burned to CD-Rom Delivery to Lekwa Local Municipality</p>

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 16 November 2017 @12:00

The following conditions will apply:

- **CSD REFERENCE NUMBER MUST BE INDICATED ON THE QUOTATION. NO CSD REF,QUOTE WILL BE REJECTED**
- Supplier MUST be registered on Lekwa Local Municipality Supplier database. If supplier has not registered on our Database, the registration form can be obtained by emailing the above mentioned addresses
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- **Quotations will be considered per item and NOT as a whole**
- **An 80/20 point system will be used when applicable.** (Prices above R 30 000.00)
- **If price above R 30 000, please attach a valid BBEE Certificate.**

- **ALL PRICES MUST INDICATE unit price (ex VAT), discount and delivery date from date of order.**
- **Items must be quoted according to specs**
- The Municipality reserves the right to not accept a quotation if ANY of the above mentioned conditions are not adhered to.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully
Bilal Cajee