

## Bela-Bela Local Municipality

58 Chris Hani Drive, Bela-Bela, Limpopo

Private Bag x1609 Bela-Bela, 0480

Tel: 014-736 8000 Fax: 014-736 3288

Website: [www.belabela.gov.za](http://www.belabela.gov.za)

### Office of the Budget and Treasury

## **REQUEST FOR QUOTATION: PRINTING OF IDP BOOK**

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)

Kindly furnish a written quotation for the following:

NO	DESCRIPTION	Number of Delegates
1	DESIGN, LAY-OUT AND PRINT OF BELA-BELA MUNICIPALITY INTEGRATED DEVELOPMENT PLAN	150

The quotations can be delivered by hand, by not later than 12.00 Friday 25 September 2015 to: Supply Chain Management Unit, 58 Chris Hani Drive, Bela- Bela: Fax: (014 736 3288; Tel no: 014 736 8000

#### 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 must be inclusive of VAT where applicable.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference system as prescribed in the preferential Procurement Policy Framework Act (no 5 of 2000)
- The successful bidder will be the one scoring the highest points
- Bidders are required to complete MBD 4 forms, obtainable from the SCM office.
- Certified copy of Company registration
- Original valid SARS Tax Clearance Certificate
- BBBEE Certificate only for preference points

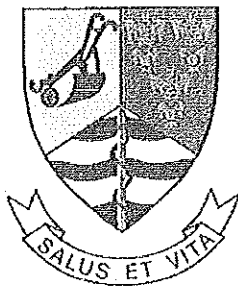
Yours sincerely

**MM.MALULEKA**  
**MUNICIPAL MANAGER**



58 Chris Hani Drive, Bela-Bela, Limpopo Private Bag x1609 Bela-Bela, 0480

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# Bela-Bela Local Municipality

Chris Hani Drive, Bela-Bela, Limpopo. Private Bagx1609  
Bela-Bela 04810

Tel: 014 736 8002 Fax: 014 736 8068

Website: [www.belabela.gov.za](http://www.belabela.gov.za)

## Planning & Economic Development

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### **Invitation for Quotations: Design, layout and print of Bela Bela Local Municipality Integrated Development Plan (IDP)**

Scope of work to be completed:

The initial document will be supplied to the preferred supplier in Word on a disc.

Preferred supplier is to do the design, layout and printing of the document once approval is given after the final proof has been presented and checked.

#### **Design and Layout:**

- Design concept and presentation of a cover, contents page and text spread
- Design and layout of 317 A4 pages plus cover of IDP Document
- Material cost inclusive of colour proof for approval
- Editing and proof reading of text in accordance with original submission
- Sourcing of photographic images
- Reproduction and preparation of material for print
- Internal PDF for website
- 5 x Soft Copy on Branded CD

#### **Print**

Integrated Development Plan Document (IDP)

Size: A4 316 text pages + 4 page cover

Colour: Litho printed, printed full colour throughout

Stock: Cover on 250gsm Magno Satin. Text on 135gsm Magno Satin

Finish: Section sewn and perfect bound with matt laminated cover

Quantity: 150 copies

Yours Sincerely

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**M.M. MALULEKA**  
**MUNICIPAL MANAGER**