

SWELLENDAM MUNICIPALITY



TENDER NOTICE

TENDER NO: SMT35/20/21

REQUEST FOR PROPOSALS:

DESIGN AND LAYOUT OF INTERNAL AND EXTERNAL MUNICIPAL NEWSLETTERS IN DIGITAL FORMAT FOR THE PERIOD ENDING 30 JUNE 2022

Tenders are hereby invited for the request for proposals: Design and Layout of Internal and External Municipal Newsletters in Digital format for the period ending 30 June 2022.

Official bid documents and specifications are obtainable from Mr. J. Riddles (Supply Chain Management Unit, 11 Lind Street, Swellendam on tel. 028 514 8500 or email scm@swellenmun.co.za, from Friday, **05 February 2021** and bids must be duly completed and supported by proof of knowledge and previous experience in this field.

Any enquiries can be made to Me. Bianca Mckechnie at tel. no. 028-5148500 e-mail: bianca@swellenmun.co.za. One complete set of tender documents will be supplied on receipt of a non-refundable deposit of **R480.00** (Vat Incl.)

Account Name	Bank Name	Acc. Number	Branch Code	Acc. Type
Swellendam Municipality	ABSA	239 056 0039	334 213	Cheque

Tenders must be submitted in a sealed envelope and must be clearly marked with the respective tender number and description. Tenders must be placed in the Municipal Tender Box before 12h00 on Friday, **19 February 2021** situated at the **Supply Chain Management Offices**, 11 Lind Street, Swellendam. Tenders may only be submitted on the prescribed tender documents and must include a valid Tax Clearance certificate as well as the Tax Compliance Status **PIN** as issued by **SARS**.

Late bids and bids received by E-Mail or Facsimile will not be considered. Bids will be evaluated and adjudicated in accordance with the Swellendam Municipality's preferential procurement policy and its Supply Chain Management Policy. The **80/20**-point system will be applicable. The Council does not bind itself to accept the lowest or any bid and reserves the right to accept a bid in full or a part thereof.

Please Note:

- Quotation / Tender box is open 24/7. Standard size of opening is: 10cm high and 50cm wide;
- All Technical inquiries (paragraph 3) **MUST** be in writing to the responsible official on this advert;
- No inquiries will be handled on the last **Two** (2) days before closing.

Bids shall remain valid for a ninety (90) day period calculated from the bid closing date.

AM GROENEWALD
MUNICIPAL MANAGER
P.O. BOX 20
SWELLENDAM, 6740,

Notice No. T01/2021