



DR JS MOROKA LOCAL MUNICIPALITY



TENDER DOCUMENT

: JSM /COMMS - 1/22W01

APPOINTMENT OF PANEL FOR THE LAYOUT, DESIGN, BRANDING, PRINTING AND SUPPLY OF PRINTING WORKS, ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS (THREE YEARS)

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MONTHS (THREE YEARS)**

TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

- T1.1 Tender notice and invitation to tender
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T1.1 TENDER NOTICE AND INVITATION TO TENDER

Dr JS Moroka Local Municipality request proposals from service Provider for appointment of panel for the layout, design, branding, printing, and supply of printing works, on an as and when required basis for the period of 36 months (three years)

Bid documents will be obtainable from **22 AUGUST 2022** from the E-TENDER or the municipal offices.

Compulsory briefing will not be held by the municipality; however, tenders are encouraged to view and inspect municipal fleet for the purpose of tendering and understanding the work at hand.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **CONTRACT NO: JSM /COMMS - 1/22W01 APPOINTMENT OF PANEL FOR THE LAYOUT, DESIGN, BRANDING, PRINTING AND SUPPLY OF PRINTING WORKS, ON AN AS AND WHEN REQUIRED BASIS FOR DR JS MOROKA LOCAL MUNICIPALITY FOR THIRTY-SIX [36] MONTHS** and be deposited in the Tender Box, At main entrance reception, Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa, Mpumalanga not later than **11H00 on 13 September 2022**. The tenders will be opened in public. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Tenders will be evaluated in terms of the Supply Chain Management policy of the Dr JS Moroka Local Municipality.

The lowest or any tender will not necessarily be accepted and suitably the Dr JS Moroka Local Municipality reserves the right not to consider any tender **not suitably endorsed or comprehensively completed**, as well as the right to accept the tender in whole or part.

Enquiries may be directed to **Ms C.M Ramatsetse** of Dr JS Moroka Local Municipality at 013 973 9126 for technical enquiries and to **Mr AV Masilela** for Supply Chain queries from the Dr JS Moroka Local Municipality at 013 973 9126.