



MKHONDO
LOCAL MUNICIPALITY

RFQ No. MLM-QUO-02-09-2026

Date of issue	Friday, 11 September 2026
Closing date and time	Monday, 21 September 2026 at 12H00 (Late quotations will not be considered)
Enquiries	T.R. Kubheka www.mkhondo.gov.za Tel: 017 004 0197 ext. 0245 email: RKubheka@mkhondo.gov.za

Request for quotation (RFQ) for Appointment of a service provider to design and print 200 copies of Mkhondo Local Municipality's five-year journey publication

Mkhondo Local Municipality with its head office in Mkhondo town is looking to appoint a reputable and accredited service provider for the works, goods/services as stated in the specifications below in terms of section 110 and 112 of the Municipal Finance Management Act No.56 of 2003.

ITEM	ITEM DESCRIPTION	UNIT RATE	QTY
1.	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND PRINT 200 COPIES OF MKHONDO LOCAL MUNICIPALITY'S FIVE-YEAR JOURNEY PUBLICATION <u>Specification</u> - Binding: Perfect (softcover) or Stapled - Size: 85cm x 60cm (A1 Booklet) - Cover Weight: 12pt cover - Cover Finish: Gloss varnish - Interior paper weight: 85lb text - Interior paper coating: Gloss - 50 pages NOTE: RECOMMENDED/SUCCESSFUL BIDDER MAY BE REQUIRED TO PROVIDE SAMPLE DESIGN/LAYOUTS TO BE APPROVED BY END-USER DEPARTMENT PRIOR TO ACTUAL ORDER BEING DELIVERED	Sum	200

QUOTATION MUST BE ACCOMPANIED BY THE FOLLOWING MANDATORY DOCUMENTS (BIDDERS THAT FAIL TO SUBMIT DOCUMENTS INDICATED AS COMPULSORY WILL BE DISQUALIFIED):

- Certified copies of all directors' Identity documents- (compulsory).
- Proof of company registration (CIPC) – (compulsory).
- Tax compliance status pin number issued by SARS – (compulsory).
- Current (most recent) municipal account (not in arrears for than 3 months) / lease agreement if renting (signed by both lessor & lessee). Bidders residing in non-billed areas must attach valid proof of residence / letter from Tribal Authority. – (compulsory).
- Central Supplier Database registration number - (Compulsory).
- Proof of authority of signatory in a company letterhead - (Compulsory).
- Duly completed and signed provided Municipal Bidding Documents (MBD) forms - (compulsory).

RULES OF BIDDING/ INSTRUCTIONS

- Council reserves the right to withdraw, re-advertise, to award the bid wholly or partly and not to award the lowest bid offer and to appoint more than one (1) service provider.
- All certified copies of documents cannot be older than three (3) months
- Only suppliers that are registered on the Central Supplier Database will be considered for appointment. Please go to www.csd.gov.za to register before submission of quotations
- Valid formal signed price quotations must be submitted with the document, and all prices will be evaluated inclusive of costs.
- Price(s) quoted must be firm, in South African Rand and valid for at least 30 days from date of offer.

- Quotes that do not cover the scope or specifications will be disqualified.

NO AWARDS WILL BE MADE TO A PERSONS:

- Who are in the service of the state,
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state,
- Who is an advisor or consultant contracted with the municipality or municipal entity, and;
- Whose company is restricted to do business with the organs of the state.

REGARDS,

MJ MKHONZA
MUNICIPAL MANAGER
MKHONDO LOCAL MUNICIPALITY