



MKHONDO
LOCAL MUNICIPALITY

RFQ No. MLM-QUO-05-09-2026

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) to Print 350 Copies of the Municipal Newsletter

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
	<u>PRINTING OF MUNICIPAL NEWSLETTER</u>		
	Specification		
1.	- Binding: Perfect (softcover) or Stapled - Size: 420x297mm (A4 Booklet) - Cover Weight: 12pt cover - Cover Finish: matte varnish - Interior paper weight: 85lb text - Interior paper coating: Gloss - 12 pages	Unit	350

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