

MUNICIPALITY EMTHANJENI MUNISIPALITEIT



KENNISGEWING/ NOTICE NO: 12/2014

QUOTATIONS FOR RESEARCH, CONCEPT, DESIGN, PHOTOGRAPHY, LAYOUT AND PRINTING OF NEW BROCHURES

Notice is hereby given in terms of Section 111 of the MFMA (No 56 of 2003) and Clause 12(1) of the Municipal Supply Chain Management Policy that Emthanjeni Municipality intends to obtain quotations for Emthanjeni Municipal Brochures, therefore quotations are hereby invited for the research, concept, design, photography, layout and printing of a new brochure. The copy is to be written and edited by the publisher and the brochure must be in English. A detailed map showing tourist attractions is to be included. Full colour proofs are to be submitted for approval. The brochure is not to be printed until final approval has been given.

Tri-Fold Brochure

Specifications:

1. The dimensions of the design to: 11.25" x 8.75"
The final **trim size** will be: 11" x 8.5"
The final **folded size** will be: 3.67" x 8.5"
Inner Margin (design area): 0.25" within the trim line
2. **Bleed:** 0.125" beyond trim edge
3. A separate brochure per town in Emthanjeni Municipality (De Aar, Hanover and Britstown)
4. 5000 copies per town and all travel costs for research and photography to be included in the quotation.
5. The brochure must contain attractions in each town
6. Emthanjeni Municipality Registered logo and the Northern Cape Tourism Authority logo to be included in the brochure.
7. The brochure is to be delivered by the end of April 2014.

The following conditions shall apply:

- The Council is not obliged to accept the lowest or any quotation and reserves the right to accept any quotations or portion thereof.
- Quotations must be valid for a period of 90 days after the closing date
- Emthanjeni Municipality's Supply Chain Management Policy will apply.
- Service Providers must be registered on the Emthanjeni Municipality Database.
- All documentary proof such as Original Tax Clearance Certificates etc. Must be submitted along with the quotation.
- Quotations received after the set closing time and date will not be considered.

Sealed clearly marked Quotations must reach the Municipal Offices, 45 Voortrekker Street, De Aar , 7000, no later than 12h00 on Friday, 31 January 2014.

Further details can be obtained from Ms. NM Seekoei at telephone number 053 632 9100/ 053 631 4176 or 078 168 4549.

Website can be visited at www.emthanjeni.co.za

**I VISSER
MUNICIPAL MANAGER
P O BOX 42
DE AAR
7000**