



NOTICE 102/2019-2020

SPECIFICATIONS FOR THE TRANSLATION, PRINTING AND BINDING OF THE MUNICIPAL BY-LAWS BOOKLETS

Description	Unit Price	Total Price
500 copies of the translated municipal by-laws booklets in four (4) languages in one booklet – English, Sesotho, Afrikaans and Isi-Xhosa printed and delivered to Lady Grey		

Conditions

- The Municipal by-laws booklets must be formatted so that the documents appear professional and are reader friendly.
 - The by-laws are currently available only in English and the same should be translated into Sesotho, Afrikaans and Isi-Xhosa, then the book must be glued together with all three languages.
 - The Municipal by-laws booklets must have a thick glossy front and back cover.
 - The interior pages must be of a minimum standard of 70 # uncoated text paper.
 - The size of the booklet must be 14 length x 10 width cm (normal legislation booklet size)
 - The books must be glued and not ring bound.
 - The by-laws booklets will be about 550 pages all printed in black and white.
 - All art work and document formatting must be signed off by the Manager: Administration, Buildings Preservation and Fleet Management before printing may occur.
 - All tenders must stipulate printing costs, type of paper to be used in the printing and design costs.
1. Price must include translation costs and delivery to Lady Grey
 2. Payment will be done after delivery
 3. Suppliers must be registered on the Senqu Municipality data base

NOTICE NO: 102/2019-2020

Ms M Ramarou

Signature: 

NOTICE NO: 103/2019-2020