



COMMUNICATIONS UNIT  
 7<sup>th</sup> Floor  
 41 Margaret Mncadi Avenue, Durban, 4001  
 P.O Box 5588, Durban, 4000  
 Tel: (031) 3114827, Fax: (031) 3328051  
[SCM.Comm@durban.gov.za](mailto:SCM.Comm@durban.gov.za)

## REQUEST FOR QUOTATION

**Printing Service: Budget Hearings Greeting Card**  
**Reference Number: 2019 / 36**  
**Contact details for queries: Sanelisiwe Shandu**  
**Telephone: (031) 3114806**

REF NUMBER	Comm 2019/36 (Budget Hearing Greetings Card)					
DATE	10/04/2019					
		Quantity				
ITEM NO			Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1.	A4 folded into A5 <b>@250 GSM</b> Colour: <b>Full Colour</b> Sides: <b>double sided</b> Paper: <b>Gloss</b> <b>Please note: (Quality and professionalism will not be compromised).</b>  Delivery Date: TBC Venue: 41 Margaret Mncadi Avenue, 7 <sup>th</sup> Floor Rennies House, Communications unit	500 = English				
<b>1</b>	Quote is binding and may not be cancelled					
<b>2</b>	Quote must be prepared on the attached form of offer					
<b>3</b>	Prices to be fixed and firm in South African Rands					
<b>4</b>	Quote must be emailed to the email address provided above					
<b>5</b>	Indicate items for which you are the sole agent					
<b>6</b>	Quote must include a single price (including delivery cost & warranties)					
<b>7</b>	Quote must be valid for 30 days					
<b>8</b>	Supporting documents are not required					
<b>9</b>	<b>Quotation closing date and time: 11/04/2019 @ 11:00</b>					



**COMMUNICATIONS UNIT**

**Budget Hearings Greeting Cards**

**QUOTATION REFERENCE: 2019 /36**

**FORM OF OFFER**

QUOTATION PRICE EXCLUSIVE OF VAT	V.A.T AMOUNT	QUOTATION PRICE INCLUSIVE OF VAT
R	R	R

In response to your quotation number: \_\_\_\_\_

Date: \_\_\_\_\_

I/we hereby offer to supply the goods/services detailed hereunder in accordance with the Specification, and subject to the Standard Conditions of Contract, and or Special Conditions which accompanied your Enquiry (with which I/we acknowledge myself/ourselves to be fully acquainted) at the price/s stated in the appropriated column as form of offer.

NAME OF COMPANY	
ENTERPRISE'S ETHEKWINI VENDOR PORTAL REGISTRATION NUMBER	
ENTERPRISE'S C.S.D REGISTRATION NUMBER	
ENTERPRISE'S S.A.R.S PIN NUMBER	

I/We hereby agree that this request for quotation will hold good and remain open for acceptance until 16:00 of the one (1) week following the date on which the quotation was opened or during such other period as may be specified in the Special Conditions.

**DECLARATIONS:**

**Completion of the following is compulsory. Failure to declare the following will invalidate your offer.**

Declaration of Interest			
Are any of the Company's directors, managers, principle shareholder or stakeholders currently in the service of the state or have been in the service of the state in the past twelve (12) months?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Is any spouse, child or parent of the Company's directors, managers, principle shareholder or stakeholder currently in the service of the state or have been in the	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

service of the state in the past twelve (12) months?				
Name of Company's member	Position in Company	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship
Do you or any other directors, managers, principle shareholder or stakeholder of your Company have any relationship (spouse, family, friend, associate) with persons in the service of the state? If yes please furnish particulars below			<input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/> <b>No</b>
Name of Company's member	Position in Company	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship

**Note: Anyone in the service of the State is prohibited from doing business with Ethekewini Municipality:**

"in the service of the state" means to be –

- a) a member of
  - i) any municipal council;
  - ii) any provincial legislature; or
  - iii) the national Assembly or the national Council of provinces;
- b) a member of the board of directors of any municipal Company;
- c) an official of any municipality or municipal Company;
- d) an employee of any national or provincial department, national or provincial public Company or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- e) a member of the accounting authority of any national or provincial public Company; or an employee of Parliament or a provincial legislature.
- f) An employee of Parliament or a provincial legislature.

I have read and understand the terms of the above declaration and the conditions of the quote as provided with this document or obtainable on the web site. [www.durban.gov.za](http://www.durban.gov.za)

\_\_\_\_\_  
**NAME OF COMPANY**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**NAME OF SIGNATORY IN BLOCK LETTERS**

\_\_\_\_\_  
**CAPACITY OF SIGNATORY**

**ADDRESS OF TENDERER:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**DATE:** \_\_\_\_\_