



**GOVERNANCE
Communications Unit**

7th Floor, Rennie's House,
41 Margaret Mncadi Avenue, Durban, 4001
PO Box 5588, Durban, 4000
Tel: 031 311 4827, Fax 031 332 8051
www.durban.gov.za

**ETHEKWINI MUNICIPALITY
Request for Quotations**

Date: 15/08/2016

ENQUIRY NUMBER: 2016-17/033

PRINTING AND SUPPLY OF SERVICE DELIVERY LEAFLETS

The Communications Unit invites eligible and accredited service providers to submit written and detailed quotations for the following services:

QUANTITY	DESCRIPTION / SPECIFICATIONS	UNIT COST (incl vat)	TOTAL COST (incl vat)	DELIVERY DATE
20,000	Printing of Service Delivery (full colour and gloss) leaflets Size : A4 Material : double page			02/09/2016
ARTWORK WILL BE PROVIDED BY THE COMMUNICATIONS UNIT				
		TOTAL COST :-		
<u>Name of the company</u>		<u>P R Number</u>		

The submission must include the following:

- I. Valid Tax Clearance certificate
- II. BBBEE certificate
- III. Declaration of Municipal Fees
- IV. Declaration of Interest (MBD 4)
- V. Certificate of Independent Bid (MBD 9)

After the submission of quotations, shortlisted candidates will be contacted via telephone. If you have not been contacted, consider your application as unsuccessful.

Sealed quotations, marked "ENQUIRY NUMBER: 2016-17/033, PRINTING AND SUPPLY OF SERVICE DELIVERY LEAFLETS" must be placed in the quotation box located in the Reception Area, 7th Floor; Rennie's House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **16h00 on Monday, 22 August 2016**.

Enquiries:

Zanele Njapha – 031 311 4828, Zanele.Njapha@durban.gov.za

Collin Pillay – 031 311 4824/27, Collin.Pillay2@durban.gov.za

(Vote Allocation: Comms)

PLEASE NOTE THAT YOU ARE NOW REQUIRED TO REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR ALL SPHERES OF GOVERNMENT.

ACCESS THE CSD SITE ON: WWW.CSD.GOV.ZA