



REQUEST FOR QUOTATION

Printing of the eThekwini Municipality's 2015/2016 Annual Report

EThekwini Municipality is calling on suitably qualified service providers to quote for the printing of the 2015/2016 Annual Report. The Annual Report is an account of the City's performance over the last financial year and as such demands a high end look and feel.

Scope of work

- 1) Printing of full Annual Report
- 2) Printing of summary of the Annual Report
- 3) Provision of 400 labelled CDs with printed covers

The following specifications should be considered when quoting:

Full Annual Report

Quantity:	60
Pages:	700 printed plus front and back cover Photos to be printed on inside front and back covers
Colour:	Full colour
Paper:	Cover – 250gsm Gloss Text – 115gsm Gloss
Size:	A4
Finishing:	Appropriately bound

Annual Report Executive Summary

Quantity:	200
Pages:	50 printed plus front and back cover Photos to be printed on inside front and back covers
Colour:	Full colour
Paper:	Cover – 250gsm Gloss Text – 115gsm Gloss
Size:	A4
Finishing:	Appropriately bound

CDs

Quantity:	400
CDs:	Both CDs and its covers appropriately labeled

The quotation should include:

- a) An outline of your experience in desktop design and publishing.
- b) Cost and time allocations.

- c) A description of the project team that is if there will be more than one person working on this project with Curriculum Vitaes of project team.
- d) If registered with the eThekweni Municipality then the JDE supplier and the Procurement Reference No. must be indicated. If a supplier is not registered on the eThekweni Municipality's supplier database then they would need to register prior to submitting a quotation.
- e) A sample of an expected final product, i.e. a similar publication undertaken previously.
- f) A sample of the final product must be signed off before the full consignment is produced

Sealed quotations clearly marked "Annual Report 2015/2016" must be dropped off at the Quotation Box at Corporate Procurement Old Fort Complex by 11:00am on 21 December 2016. Enquiries - Contact Orisha Goorbhare on Orisha.Goorbhare@durban.gov.za; 031-322 7207.