



**GOVERNANCE
Communications Unit**

7th Floor, Rennies 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: 24/02/2016

ENQUIRY NUMBER: 2015-16/070

BRANDED USB MEMORY STICK

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 |
|-----------------|--|--------------------------------------|---------------------------------------|----------------------|
| 1,000 | Branded USB Memory Stick, 8 Gig Key in gift box with Lazer engraved branding | | | 8 March 2016 |
| | | TOTAL COST :- | | |

Artwork and sample will be provided by the Communications Unit

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: 2015-16/070, BRANDED USB MEMORY STICK**" must be placed in the quotation box located in the Reception Area, 7th Floor; Rennies House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **16h00 on Tuesday, 01 March 2016**.

Enquiries:

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