



## REQUEST FOR QUOTATIONS

**Date: 14 January 2016**

**ENQUIRY NUMBER: 2015-16 / 055**

EThekweni Municipality's Communications Unit invites eligible and accredited service providers to submit written quotations for the following service:

### **PRINTING OF CLEAN MY CITY LEAFLETS:**

- Quantity : 20 000 copies
- Size : A4
- Material : Double page
- Colour : Printed in full colour

**\*NB\* Copies of the booklets should be delivered on 29 January 2016**

Artwork of the above mentioned item will be supplied by Communications Unit, 7<sup>th</sup> Floor, Rennie's House, 41 Margaret Mncadi Avenue (Victoria Embankment) Durban

### **The submission must include the following:**

1. Valid tax clearance certificate
2. BBBEE certificate
3. Declaration of Municipal fees
4. Declaration of Interest (MBD 4)
5. Certificate of Independent Bid (MBD 9)
6. Company Profile
7. Schedule of Experience
8. Portfolio of Evidence





After the submission of quotations, shortlisted candidate will be contacted via phone to supply a sample copy of the magazine for final approval.

Sealed quotations addressed to the Administration Section and marked “**ENQUIRY NUMBER: 2015-16 / 055:**” must be place in the quotation box located in the Reception Area, 7<sup>th</sup> Floor, Rennies House, 41 Margaret Mncadi Avenue (Victoria Embankment) Durban (not any other Municipal Building) by no later than **16h00 on Wednesday, 26/01/2016.**

**Enquiries:**

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