



**ETHEKWINI MUNICIPALITY  
Request for Quotations**

Date: 26/01/2018

**ENQUIRY NUMBER: 2017-18/ 076**

**PRINTING AND DISTRIBUTING OF THE WORKPLACE MAGAZINE**

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

ESTIMATED QUANTITY	DESCRIPTION / SPECIFICATIONS	UNIT COST (incl vat)	TOTAL COST (incl vat)	DELIVERY DATE
	<p>EThekwini Municipality is looking for a qualified and experienced service provider to provide the following:</p> <ul style="list-style-type: none"> <li><b>Printing and distributing of the Workplace Magazine to various Municipal Offices within EtheKwini Municipality for a period of six months</b></li> </ul>			
<b>10,000</b>	<ul style="list-style-type: none"> <li>Print 10,000 copies Workplace Brochure</li> <li>A4 , 20 Pager, full colour, high gloss, double sided</li> <li>Text printed on 80gsm</li> <li>Cover printed on 128gsm</li> <li>Distributed to various municipal offices. (schedule will be provided by the unit)</li> </ul>			<b>(tbc)</b>
	<p><i>Quantities may increase or decrease based on costs</i></p> <p><i>Artwork will be provided by the Communications Unit</i></p>	<b>TOTAL COST :-</b>		
	<b><u>NAME OF COMPANY</u></b>	<b><u>PR NUMBER</u></b>		

**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)

For the purpose of adjudication, Communications Unit will give consideration to the responsive bidders.

Responsive tenders will be evaluated utilising the 80/20 system, where a maximum of 80 points will be awarded for tendered price and functionality, and a maximum of 20 will be awarded for procurement empowerment points.

Quantities may increase or decrease.

Suppliers have to be registered via National Treasury's Centralised Supplier Database (CSD) on [www.csd.gov.za](http://www.csd.gov.za). Failing to register on the National Treasury's database will result in your business being non-compliant with the legislation and as a consequence will not be permitted to transact with eThekweni Municipality.

After successfully registering on the CSD, suppliers are to ensure that they are also registered on the eThekweni Vendor Portal on [www.ethekwinivendor.durban.gov.za](http://www.ethekwinivendor.durban.gov.za).

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: 2017-18/ 076 PRINTING AND DISTRIBUTING OF THE WORKPLACE MAGAZINE**" must be placed in the quotation box located in the Reception Area, 7<sup>th</sup> Floor; Rennie's House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **16h00 on Friday, 02 February 2018.**

**Enquiries:**

Gugu Sisilana – 031 311 4855 / 27, [Gugu.Sisilana@durban.gov.za](mailto:Gugu.Sisilana@durban.gov.za)

Collin Pillay – 031 311 4824/27, [Collin.Pillay2@durban.gov.za](mailto:Collin.Pillay2@durban.gov.za)

**(Vote Allocation: COMMS)**