



**GOVERNANCE
Communications Unit**

7th Floor, Rennies House,
41 Margaret Mncadi Avenue, Durban, 4001
PO Box 5588, Durban, 4000
Tel: 031 311 4800, Fax 031 332 8051
www.durban.gov.za

Date: 18 November 2016

REQUEST FOR QUOTATIONS

ENQUIRY NUMBER: 2016-17 / 077 PRINTING AND SUPPLY OF CUSTOMISED DIARIES FOR THE 2017 YEAR

1. Purpose

eThekweni Municipality's Communications Unit invites eligible and accredited service providers to submit written quotations for the supply of customised diaries for the 2017 year.

2. Specifications

The specifications are as following:

- 1) **Size** : A5 Plus Page-A-Day English Diary (240mm x 170mm)
- 2) **Cover**
 - a. Hard Cover with padded front (minimum 13000 micron foam board)
 - b. Durable material to be used for front and back covers
 - c. Front cover printed full colour artwork.
- 3) **End paper**
 - a. Front : Printed in full colour and on 115gsm Gloss Art paper
 - b. Back : Printed in full colour and on 115gsm Gloss Art paper
- 4) **Tip-in/Insert** : 8 page colour Tip-in sewn into diary block printed on 115gsm Gloss Art paper
- 5) **Interior**
 - a. Diary pages to be printed on 70gsm bond paper
 - b. Sections to be thread sewn/back-lined and tail banded
 - c. Include a page-marker ribbon
 - d. 1 by 3-year calendar page (previous, current and following year)
 - e. Accurate content regarding the South African religious, public and school holidays published in the diary
 - f. Current year planner over a spread
 - g. One page per day of the year and weekend pages share 1 page
 - h. Half hour appointment time slots starting at 07h00 until 18h30, printed in two colours
 - i. A telephone and address index pages
 - j. A forward planner for 2017 over double spread
 - k. Monthly splitter pictorial pages
- 6) Cost to include delivery
- 7) After the submission of quotations, shortlisted candidates will be contacted via phone and requested to produce samples of their previous work.
- 8) The appointed supplier will have to produce a sample of the diary. The supplier will bear all cost for the sample. (If the sample is approved, it will form part of the required quantity)

3. Preconditions

A written quotation will not be considered unless the service provider who submits the quotation provides the following with their quotation:

- a. A company profile
- b. Original Tax Clearance certificate
- c. Valid BBBEE certificate
- d. Declaration of Municipal fees
- e. Completed Declaration of interest (MBD4)
- f. Certificate of Independent Bid (MBD9)
- g. All guarantees on workmanship/products used to be supplied upon completion of the project

4. Pricing Schedule

Description	Quantity	Unit Cost	Total (excluding VAT)	Total (including VAT)
Customised A5 Plus Diaries as per specifications	500			
	1000			

5. Artwork

To be provided by the Municipality

6. Contact persons

- o Mandla Nsele on 031 311 4801 or email: mandla.nsele@durban.gov.za
- o Zanele Njapha on 031 311 4828 or email: zanele.njapha@durban.gov.za
- o Collin Pillay on 031 311 4824 Or email : collin.pillay2@durban.gov.za

7. Closing Date

Sealed quotations addressed to the Administration Section and marked: “**Enquiry Number : 2016-17 /077 Printing and Supply of 2017 Diaries**” must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie House, 41 Margaret Mncadi Avenue Durban, not later than 16h00 on Monday 28/11/2016.

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

[\(Vote Allocation: COMMS\)](#)

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