



ETHEKWINI MUNICIPALITY

**Request for Quotations**

**Date: 06 December 2018**

**ENQUIRY NUMBER : 2018-19 / 002 PRINTING OF THE 2019 MUNICIPAL WALL CALENDARS**

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

<b>Estimated Quantity</b>	<b>Description / Specifications</b>	<b>Unit Cost (incl vat)</b>	<b>Total Cost (incl vat)</b>	<b>Delivery Date</b>
	<p>EtheKwini Municipality requires a qualified, approved and experience service provider to provide the following:</p> <ul style="list-style-type: none"> <li><b>Printing and delivery of Municipal wall calendars</b></li> </ul>			
<b>50,000</b>	<ul style="list-style-type: none"> <li>Size : A1 (ONE SIDED)</li> <li>Colour : Full colour</li> <li>Gloss : High Gloss</li> <li>Grammage : HI Q Gloss Art, white, 250gsm with a punched hole in the top centre.</li> <li>Delivery : Communications Unit, 7<sup>th</sup> floor, 41 Margaret Mncadi Avenue, Durban</li> <li>Turnaround time : five days (including weekends) upon artwork sign off</li> <li>A sample of work to be approved before mass production and the PDF / Artwork to be returned to the Communications Unit after completion</li> </ul>			

	of work.			
	Quantities may increase or decrease based on unit cost.  Artwork will be provided by the Communications Unit on a PDF Format.	TOTAL COST		
	<u>NAME OF COMPANY</u>	<u>PR Number</u>		

**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).

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)

After the submission of quotations, shortlisted candidates will be contacted via telephone.

Sealed quotations addressed to the Administration Section and marked "Enquiry Number: 2018-19 / 002 Printing of Municipal Wall Calendars" must be placed 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 **11h00 on Thursday, 13 December 2018**

**Enquiries:**

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