



REQUEST FOR QUOTATIONS

Date: 02 October 2015

ENQUIRY NUMBER: 2015-16 / 032

PRINTING OF THE EDGE MAGAZINE

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

PRINTING OF THE EDGE MAGAZINE:

- Quantity: 300 copies of the magazine
- Size: A4 Size – trim, fold, collate & saddle stitch to A4 portrait
- Material: Total of 48 pages –
44 pages (text) - printed on 128gsm gloss
4 pages cover – printed on 250gsm Matt Laminated
- Colour: Printed in full colour

***NB* Copies of the magazines should be delivered on 12 October 2015**

Artwork of the above mentioned item will be supplied by Communications Unit, 7th 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 / 032" must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie's House, 41 Margaret Mncadi Avenue (Victoria Embankment) Durban (not any other Municipal Building) by no later than 16h00 on the 08/10/2015.

Enquiries:

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