



**GOVERNANCE  
Communications Unit**

7th Floor, Rennies House,  
41 Margaret Mncadi Avenue, Durban, 4001  
PO Box 5588, Durban, 4000  
Tel: 031 311 4827, Fax 031 332 8051  
[www.durban.gov.za](http://www.durban.gov.za)

**ETHEKWINI MUNICIPALITY**

**Request for Quotations**

**Date: 27 October 2016**

**ENQUIRY NUMBER: 2016-17 / 072 DISTRIBUTION OF THE GAZETTE**

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

The scope of the contract covers the distribution of a minimum twelve page fortnightly full colour tabloid newspaper throughout the eThekweni municipal area, for an estimated 4 month period, anticipated to commence in November 2016.

The Municipality prints 600 000 copies of the eZasegagasini Metro every fortnight in two languages, ie English and iSizulu. The intention is to share the distribution amongst the four companies in the following manner:

<b>Item Description</b>	<b>Estimated Quantity (Per Issue)</b>	<b>Cost per copy</b>	<b>Total Item Price including VAT (Cost per copy x 80,000)</b>
Metro Newspaper	80,000 copies		
	<b>TOTAL (incl. VAT)</b>		

For the purpose of adjudication, Communications Unit will give consideration to the responsive bidder's.

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

Distribution model will be provided by the unit.

## REQUIREMENTS/CRITERIA

- Own staffing
- Own transport

### 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 candidates will be contacted via telephone.

Sealed quotations addressed to the Administration Section and marked **“Enquiry Number: 2016-17 / 072 Distribution of the Gazette”** must be placed in the quotation box located in the Reception Area, 7<sup>th</sup> Floor, Rennie's House, 41 Margaret Mncadi Avenue (Victoria Embankment) Durban (not any other Municipal Building) by no later than **16h00 on 04 November 2016**

#### Enquiries:

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