



# GOVERNANCE City Administration Unit

Ground Floor, Room 5, City Hall,  
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[www.durban.gov.za](http://www.durban.gov.za)

**Our Ref** : 7A-40553

**Enquiries:** R. Chetty **Telephone:** 031 311 2150

**Fax:** 031 311 2177

**Date** : 05/10/2018

Dear Sir/Madam

**REQUEST FOR QUOTATION: TO PRINT 500 000 A4 ETHEKWINI MUNICIPALITY  
LETTERHEADS (CYAN, 072 INK )**

**Please Note the Following Requirements**

1. Sealed quotes must be dropped off in the Quotation Box at Corporate Procurement Building, Archie Gumede Place; Old Fort Municipal Complex. Envelopes must be clearly marked with Enquiry Reference. Outside KZN companies must make attempts to courier the documents to Raj Chetty
2. Valid Tax Clearance must accompany quotes. Quotes must state lead time, availability and contact details(name, telephone number)
3. Quotes will only be accepted from suppliers who are registered on the eThekweni Municipality Database, or be in a position to do so within closing date of this Request For Quotation
4. A compulsory briefing session to be held on Friday 12 October 2018 at 10:00 – 11:00 at Printing Department , City Hall Basement(West Street Entrance)
5. Closing date Wednesday: 17 October 2018 at 11:00
6. For **General and Technical Enquiries** please contact Raj Chetty & Mthetheleli Mgobhozi at Printing Department 031 311 2150 / 031 311 2156
7. **NB: PLEASE ISSUE THE LETTER OF EXPERIENCE**

Yours Faithfully

**FOR MANAGER AT PRINTING DEPARTMENT**

**Raj Chetty**

Request to print:

- To print 500 000 A4 Ethekewini Municipality letterheads in two colours Cyan, 072 ink
- To be printed on Litho machine
- To be printed on A4 white bond 80gsm
- Artwork will be provided
- Turnaround time 1 week
- Must be within 25km radius of City Hall
- Compulsory site meeting

Regards

A handwritten signature in black ink, consisting of a stylized initial 'R' followed by the name 'R. CHETTY' in parentheses. The signature is written on a horizontal dotted line.

Raj Chetty