



GOVERNANCE Communications Unit

7th Floor, Rennie's 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: 22 September 2015

REQUEST FOR QUOTATIONS

ENQUIRY NUMBER: 2015-16 / 26 - PRINTING OF MUNICIPAL WALL CALENDERS FOR THE YEAR 2016

1. Purpose

EThekweni Municipality's Communications Unit invites eligible and accredited service providers to submit written quotations for the printing of municipal wall calendars for the year 2016.

2. Specifications

The specifications are as following:

- 1) Printing and delivering of calendars
- 2) Quantity
 - a. 75 000 copies
 - b. 90 000 copies
- 3) Paper type : 200 gsm matt
- 4) Colour : Full colour
- 5) Size : A1
- 6) Punched in the top centre

After the submission of quotations, shortlisted candidates will be contacted via phone and requested to produce samples of their previous work. They will have to showcase work of a similar nature which they have done.

3. Preconditions

A written quotation will not be considered unless the service provider provides the following documents:

- 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. Compulsory Pricing Schedule

Description	Quantity	Unit Cost	Total
Printing of A1 municipal wall calendars as per specifications	75 000		
	90 000		
Delivery	1		

5. Contact persons

- Sipiwe Ngubane on 031 311 4827 or email: sipiwe.ngubane@durban.gov.za
- Zanele Njapha on 031 311 4828 or email: Zanele.njapha@durban.gov.za

6. Closing Date

Sealed quotations addressed to the Administration Section and marked: **“Enquiry Number : 2015-16 / 26 Printing of Municipal Calendars for 2016”** must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie House, 41 Margaret Mncadi Avenue, Durban, not later than 16:h00 **Wednesday on 29 September 2015.**