



REQUEST FOR QUOTATIONS

Date: 17 September 2015

ENQUIRY NUMBER: 2015-16 / 023

EThekweni Municipality's Communications Unit invites eligible and accredited service providers to submit written quotations for the following service: **PRINTING OF T-SHIRTS, CAPS AND GOLFERS:**

ROUND NECK T SHIRTS

- **Branding type** : Printing
- **Quantity** : 200 (100 =blue and 100 = white)
- **Sizes** : 30 small of each; 20 medium of each; 20 large of each, 20 XL of each and 10 XXL
- **Colour** : Printed in colour

GOLFERS: DESIGN 1. Mens and ladies Classic Double Mercerised Golfer (CODE: DM-CL)

- DESIGN2. Vortex Golfer (CODE: VOR)
- **Branding type** : Embroidery of one logo and printing of the second logo
- **Quantity** : 200 (two different designs, 100 each)
- **Sizes & quantity** : 30 small of each; 20 medium of each; 20 large of each, 20 XL of each and 10 XXL
- **Colour** : Printed in colour

CAPS: 5 Panel Cotton Contrast Piping Cap

- Branding type: Embroidery of one logo and printing of the second logo
- Caps = 300 (blue or combination of white & blue but not plain white)

NB: 1. Artwork of the above mentioned items will be supplied by Communications Unit, 7th Floor, Rennie's

House, 41 Margaret Mncadi Avenue (Victoria Embankment) Durban

1. To submit samples as and when requested based on the submitted quotations.
2. All above items taken from Barron Book

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.

Sealed quotations addressed to the Administration Section and marked "Enquiry Number: 2015-16 / 023" 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 Tuesday, 22/09/2015.

Enquiries:

Zanele Njapha on 031 311 4828 or **Email:** Zanele.njapha@durban.gov.za

Sane Shandu on 031 311 4806 or **Email:** Sanelisiwe.Shandu@durban.gov.za

