



REQUEST FOR QUOTATIONS

Date: 16 September 2015

ENQUIRY NUMBER: 2015-16 / 019

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

Printing Of The Gift Bags:

- **Quantity: 20 000**
- **Size: A4 Landscape gift bags – 297mm x 2010mm**
- **Description: HI Q gloss 300gsm- Colour plus gloss film laminated on one side made with white cords/ropes handles & reinforcement board placed at the bottom (loose)**

***NB* Carrier bags are expected to be delivered on 30 September 2015**

Artwork of the above mentioned items should be requested at 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 and requested to bring samples of the above-mentioned work.





Sealed quotations addressed to the Administration Section and marked **“Enquiry Number: 2015-16 / 019”** must be place in the quotation box located in the Reception Area, 7th Floor, Rennies House, 41 Margaret Mncadi Avenue (Victoria Embankment) Durban (not any other Municipal Building) by no later than **16h00 on Tuesday, 22/09/2015**.

Enquiries:

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