



## REQUEST FOR QUOTATIONS

**Date: 16 September 2015**

**ENQUIRY NUMBER: 2015-16 / 020**

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

### **PRINTING, STAMPING, INSTALLING AND REMOVAL OF THE STREET POSTERS:**

- **Quantity:** 2500 posters (English =1500 & Zulu= 1000)
- **Size:** A1
- **Paper type:** high gloss 250gm
- **Board:** Masonite – punched 4 holes (2 on top and 2 on the bottom with cords)

**\*NB\* All posters should be erected by the 30 September 2015**

Artwork of the above mentioned item and the list of the areas to install posters, will be supplied by Communications Unit, 7<sup>th</sup> Floor, Rennies 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 / 020”** must be place in the quotation box located in the Reception Area, 7<sup>th</sup> 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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