



REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS SUPPLY AND DELIVERY OF DIARIES AND CALENDARS FOR 2017

Harry Gwala District Municipality hereby request written price quotations from competent service providers for the supply and delivery of diaries and calendars for 2017.

SPECIFICATION:

10 000x A2 Calendar's: Layout and Design of calendars

120x Desk Calendar

200 x A4 Diaries with municipal logo to be printed in gold,

200 x A5 Diaries with municipal logo to be printed in gold,

Meeting scheduled dates to be added on the diaries and calendar's will be given to appointed service provider.

All diaries must have the name and the logo foiled in gold.

PREFERRED COLOURS: Black

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile
- Central Supplier database registration

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT(if applicable)
- All quotations submitted shall be valid for 30 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids (available on our website and reception)
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database

CLOSING DATE

The closing date for the bidders is **on 03 November 2016 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Supply and Delivery of Diaries and Calendar"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mr.N Tenza** on 039 834 8700 during working hours

Mrs A.N. Dlamini

Municipal Manager