



REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS SUPPLY AND DELIVERY OF DIARIES AND CALENDARS FOR 2015

Harry Gwala District Municipality hereby request written price quotations from competent service providers for the supply and delivery of diaries and calendars for 2015.

SPECIFICATION:

- 120 x A4 Diaries- to be in Gold
- 140 x A5 Diaries- to be in Green
- 140 x A5 Diaries to be in Black
- **The Total number of Diaries to be prepared must be 400 in quantity.**
- Diaries must be printed with the Municipal logo using the relevant District Municipal colours e.g. Black, Green and Gold. The Meeting scheduled dates are to be added in the diaries. This Calendar of dates will be provided for the appointed service provider including the Calendar of events for the annual year 2015. **All diaries must have the name and the logo to be foiled in gold.**
- **All Councillors and Senior Management must have personalized diaries.**
- 120 x Desk Calendars
- 10 000 x A1 Calendar's. The Service Provider will be required to Design and Layout a Draft Calendar which will be required to be submitted to the **Head of Department: Corporate Services** so that it can be proof- read and approved accordingly, prior to mass printing. The Design and Layout must be appropriate and the Service Provider must obtain advice from the District Municipality regarding the final version of the Calendar.

PREFERRED COLOURS: Black, Green and Gold.

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

- Original valid tax clearance certificate
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile

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 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 26 September 2014 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Supply and Delivery of 2015 DAIRIES, CALENDARS AND DESK CALENDARS"** 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 in writing to **Ms.N.Msomi** on 039 834 8700 during working hours

Mrs A.N. Dlamini

Municipal Manager

