



Date of Advert: 12 October 2017

EMADLANGENI MUNICIPALITY

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letter head of your business not later than **Thursday 19 October 2017 at 15H00**.

The quotation can either be hand delivered at **the reception area of Emadlangeni Municipal offices, 34 Voor, Utrecht**; **OR** faxed to: **034 331 3040, OR 086 457 5500** Email: madondot@emadlangeni.gov.za for the attention of the SCM Office.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must complete MBD4, MBD6.1, MBD8, MBD9 forms obtainable from the municipal SCM office and website and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database and Central Suppliers Database.
- Bidders must enclose the valid tax clearance copy and BBBEE certificate/Sworn affidavit-BBBEE exempted micro enterprise

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Nombali Madondo
SCM/Procurement Officer
Tel: 034 331 3041

PRICING SCHEDULE

ITEM No.	DESCRIPTION OF GOODS /SERVICES <u>Supply and Delivery of Diaries and Calendars</u>	QUANTITY
	<p><u>SPECIFICATIONS FOR CALENDARS AND DIARIES</u></p> <p>CALENDARS:</p> <ol style="list-style-type: none">1. 500 x A1 size wall calendars, rimmed top and bottom, printed in full colour.2. 150 GSM – Gloss paper3. Gold rim finish4. Insert service delivery pictures <p>DIARIES:</p> <ol style="list-style-type: none">1. 70 x A5 plus diaries2. 30 x A4 Diaries3. Four (4) pages inserts in full colour4. Gold Foil print in front5. Cover with Gold Metal corners6. 30 (A4) must be personalized, names will be provided7. Leather cover (Maroon & Cream)8. Emadlangeni Municipality Logo Written on the cover	

DELIVERY ADDRESS:

*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.