

RFQ NO: RFQ18/2018-19

Date of Advert: 11 October 2018



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 letterhead of your business not later than **Thursday, 18 October 2018 at 15H00**.

The quotations must be emailed at **Email: scm@emadlangeni.gov.za**

The following conditions will apply:

- **NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS WHO DO NOT RESPOND IN THE ABOVE MENTIONED EMAIL ADDRESS WHICH IS: scm@emadlangeni.gov.za**
- 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 submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database and on Central Suppliers Database.
- Bidders must enclose the valid tax clearance copy and BBBEE certificate.

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

PP
L.C.T. Nkosi
Municipal Manager
Tel: 034 331 3041

PRICING SCHEDULE

SPECIFICATIONS FOR CALENDARS AND DIARIES

CALENDARS:

1. 2000 x A1 size wall calendars, rimmed top and bottom, printed in full colour.
2. 150 GSM – Gloss paper
3. Gold rim finish

DIARIES:

1. 130 x A5 plus diaries
2. Four (4) pages inserts in full colour
3. Gold Foil print in front
4. Cover with Gold Metal corners
5. Leather cover (Black & Gold)
6. Emadlangeni Municipality Logo Written on the cover

DELIVERY ADDRESS:

ⁱ * 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.