



# REQUEST FOR QUOTATIONS

**DATE: 20 SEPTEMBER 2011**

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	Nothando Qumbisa – 032 437 9514
ADMINISTRATIVE ENQUIRIES	Ms S Gwamanda – 032 551 8757
REFERENCE	CG/29509/2011
CLOSING DATE & TIME	27 September 2011 – 15H00

## REQUEST FOR QUOTATIONS BY 27 SEPTEMBER 2011 – 15H00

Kindly submit (on your company letterhead); a written price quotation for the supply of the following items :-

ITEM NO.	QUANTITY	DESCRIPTION
1.	<b>300</b>	PRINTING OF 300 COPIES OF THE ANNUAL REPORT AS PER THE FOLLOWING : REPORT COMPILATION, DESIGN & PROOF READING. THE FIRST DRAFT MUST BE ISSUED IN NOVEMBER 2011 & FINAL DRAFT IN JANUARY 2012.

**NB: THE REPORT MUST BE PRINTED IN COLOUR AND GLOSSY, THE SAMPLE IS AVAILABLE FOR VIEWING ON HOW THE REPORT SHOULD BE PREPARED.**

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWADUKUZA** by no later than the closing date and time where they will be opened in public.

A valid original tax clearance certificate must be attached and only prospective bidders registered in the Municipal's List of Accredited Suppliers or those meeting the listing criteria will be considered. No faxed or e-mailed quotations will be accepted. Quotations will be evaluated and adjudicated in terms of the Ilembe District Municipality's Supply Chain Management Policy and the 80/20 preference point scoring system. Ilembe District Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Ilembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

**MD NEWTON  
MUNICIPAL MANAGER**