



LOCAL MUNICIPALITY – UMKHANDLU WENDAWO
SUPPLY CHAIN MANAGEMENT UNIT
259 KINGSWAY STREET, BERGVILLE, 3350
Tel: 036 448 8000 Ext. 8054 Fax: 036 448 1986/ 0867741577

Reference no: SCM30/2014 -2015

Date: 20 October 2014

RFQ FOR SUPPLY AND DELIVERY OF DIARIES AND CALENDARS FOR 2015

Quotations are hereby invited from interested contractors with proven track record in terms of Section 83 of the Municipal System Act, Act 32 of 2000 (as amended) and Section 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for supply and delivery of diaries and calendars for 2015.

The detailed specification is attached.

For more information the following municipal official can be contacted during office hours:
Mr S Asmal on 036 448 8000.


QUOTE SUBMISSION

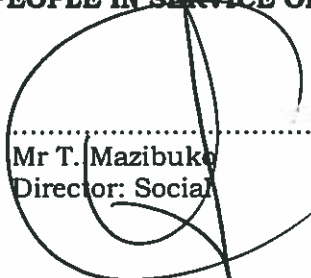
Quotations must be done on the company's letter head/ stamped, can only be submitted on a sealed envelope clearly marked the abovementioned reference number to Municipal tender box, not later than **30 October 2014 at 11:00**.

The following conditions will apply:

- Suppliers must be registered at our database; forms can be e-mailed on request, downloaded from our website and collected at our municipal offices.
- Suppliers must also ensure that they submit their tax clearances and B-BBEE certificates that are still valid as they will have a big impact during the evaluation processes
- Quotes will be evaluated on the 80/20 preferential points.
- Suppliers must also state the delivery period after receiving the initial order.
- MBD Form (declaration) must be completed.

NO QOUTATION WILL BE CONSIDERED FROM PEOPLE IN SERVICE OF THE STATE.


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Miss Z. Mqadi
SCM Practitioner


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Mr T. Mazibuko
Director: Social

Specifications for the Diaries and Calendars 2015

Diaries:

1. Black Leather Bound Diaries (60 A5 and 95 A4)
2. Diaries to be branded with the Municipal Logo and the year on the front cover
3. First four pages of the diary to be printed in high quality glossy paper in colour
4. Images and text will be supplied for the design and layout of the first 4 pages of the diaries
5. Final proofs of art work / design and layout to be approved prior to publication of the diaries
6. Diaries should include the standard information including Personal Details, 2014, 2015 and 2016 Calendars, Academic Terms for Schools and Universities, a 2015 Year Planner, Metric Conversions, Holidays and Religious Festivals, A map of South Africa and a Distance Table
7. A sample of a previous years diary may be shown to the service provider
8. Complete samples (hard copies) of the diaries to be provided prior to publication of the diaries
9. Diaries to be delivered to the Main Municipal Building in Bergville no later than 3/12/2014

Calendars:

1. Wall Calendars to be printed on high quality glossy A2 white paper in full colour
2. Images for art work to be supplied to the service provider for the design and layout
3. Calendars to include public holidays, and list of school terms
4. Calendars to include municipal logo and contact details
5. Calendars should have a metal binder at the top of the calendar
6. Final proofs of art work / design and layout to be approved prior to publication of the calendar
7. A complete sample (hard copy) of the calendar to be provided prior to the publication of the calendars
8. Calendars to be delivered to the Main Municipal Building in Bergville no later than 3/12/2014