



THE BIG 5 FALSE BAY MUNICIPALITY

REQUEST FOR QUOTATIONS: 2016 DIARRIES & CALENDARS

Quotations are requested from suitably qualified and interested service providers to quote for supplying with 2016 diaries and calendars.

The following documents must accompany on the quotation:

- A valid Tax Clearance Certificate (Compulsory, quotation will not be considered if not provided)
- Company Registration Certificate
- BEE Certificate (Not Compulsory but to claim preference points).
- Declaration of interest form must be completed (MBD 4).
- Project duration to be indicated.

Conditions:

- 80/20 preference point system shall apply on all qualifying quotations and unclear quotations will be disqualified.
- Prices must be quoted correctly as there will be no amendments thereafter.
- Sample per item to be provided first for approval.
- Items to include pictures, Logos etc as per municipal request.
- Sample of the required items can be seen on request.

Items required are as follows:

Item No	Quantity	Description
1.	10	A4 Personalised Diaries leather-material
2.	10	A4 Diaries - leather-material
3.	110	A5 Diaries – leather Material
4.	100	Glossy A4 Folders branded
5.	60	Desk Calenders - Branded
6.	350	Calenders (Length 95 cm * Width 65 cm)

Quotations to be clearly marked “ **2016 Promotional Material** ” must be dropped to the **Tender Box** situated at the reception area of the Big 5 False bay Municipality situated at 163 Zebra Street, Hluhluwe 3960, by no later than the closing date & time. **No late, faxed, emailed and telephonic quotations will be accepted.**

NB: Closing date 17 November 2015

For more information on SCM related matters please contact Supply Chain Management (035) 562 0040.


Mr MA Mngadi
Acting Municipal Manager 04/11/2015