

REQUEST FOR QUOTATIONS

QUOTATION NO: 18-2014

SPECIFICATION FOR: SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL FOR 2015 BACK TO THE LIBRARY CAMPAIGN

Quotations are requested for the following items from suitable service providers:

1. Scope

1. Procurement Definition

- 500 Bookmarks printed on 350 gsm gloss, 21 cm x 7 cm (Back to School Back to the Library). Colour (use Makana colours)
- 500 Bookmarks printed on 350 gsm gloss, 21 cm x 7 cm (Connect @ your Library).Colour(use Makana colours)
- 500 Orange plastic box pencil cases (NOT FABRIC), 20cm length by 8 cm width branded (Back to school back to the Library). Colour Orange
- 500 Blue plastic box pencil cases (NOT FABRIC) 20 cm length by 8 cm width branded (Connect @ your Library).
Colour Blue
- 500 Black Pens branded Back to school, back to the library.
Colour- Orange
- 500 Black Pen branded Connect @ your library to the Library.
Colour –Blue
- **Printed Golf T-Shirts 50**

SIZES

- ❖ Small – 7
- ❖ Medium-19
- ❖ Large – 13
- ❖ XL – 8
- ❖ XXL- 3

Quality 100% cotton

Colour (Orange)

Back (branded MAKANA LIBRARIES)

Front (**Right Side**-branded CONNECT AT YOUR LIBRARY) (**Left Side**-branded MAKANA BADGE)

The following conditions will apply:

- Must be registered on the Municipal Suppliers Database (Please state your supplier number as proof of registration);
- Price must be VAT inclusive (for all registered vendors);
- The Municipality is not obliged to accept the lowest or any quotation;
- A firm delivery period must be indicated;
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy;
- The following documentation must be submitted with your quote in order to be considered, failing which will lead to disqualification:
 - a) An original valid SARS Tax Clearance Certificate
(UNLESS the bidder is registered on othe Accredited Supplier Database of the municipality AND the municipality has a valid original tax clearance certificate on record. The onus is on the service provider / bidder to ensure that the Municipality has a valid original tax clearance certificate on record.
 - b) A valid Billing Clearance Certificate from your Local Municipality
 - c) Copy/ies of the Company registration e.g. CK1, CK2, Trust documents, sole provider etc.
 - d) Original certified copies of Directors Identity Documents
 - e) An original certified copy of the B-BBEE certificate
 - f) Completed MBD 4 form (Declaration of Interest)
 - g) Completed MBD 9 form (Certificate of Independent Bid Determination)
- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and binded in 1 (one) document ;
- The quotations must be submitted on the Letterhead of your business.
- Please ensure that the returnable documentation is placed in a sealed envelope clearly indicating the **RFQ Number & DESCRIPTION** on the envelope;
- **THE QUOTATION BOX IS LOCATED UPSTAIRS SITUATED IN THE FINANCE DIRECTORATE, 86 HIGH STREET, GRAHAMSTOWN, (DURING NORMAL OFFICE HOURS).**
- Quotes that are late will not be accepted. Quotations per fax or E-mail will also not be considered.
- The evaluation criteria is 80:20

NB: BIDDERS WHO ARE IN THE SERVICE OF THE STATE WILL NOT BE CONSIDERED.

The quotation must be submitted on the letterhead of your business and hand delivered at the Finance Offices, High Street in Grahamstown

For further enquiries contact: P Vubela-Njilo

Closing date: 23 December 2014

Closing time: 15:00

B KHUMALO
ACTING MUNICIPAL MANAGER

Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly secure and healthy environment, which promotes social and economic growth for all.

...a great place to be
