

REQUEST FOR QUOTATIONS

RFQ 329/2013

SUPPLY AND DELIVERY OF ATTENDANCE REGISTER BOOKS

SPECIFICATION FOR 200 ATTENDANCE REGISTERS

DESCRIPTIONS: Printing of Attendance Registers consisting of 100pages per book

Duplicate with Makana Municipality Logo

Pages 100 A4 pages in duplicate (white paper) with individual numbering

Size: A4

Quantity: 200

Colour ink: Black

Binding: Soft bind and first page must be perforated

The following conditions will also apply:

Samples will be required from recommended bidder

The following conditions will apply:

- Must be registered on the Municipal Suppliers Database;
- 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
 - 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) An original certified copy of the B-BBEE certificate
 - e) Completed MBD 4 form (Declaration of Interest)
 - f) 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 binned 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.

Project Manager: Mr Kate

Contact Details: 046603 6146

Closing Date: 23 January 2014

Closing Time: 12H00

MR M PLANGA

ACTING MUNICIPAL MANAGER