

RFQ 323/2013

RFQ SPECIFICATIONS

HIV AIDS PROMOTIONAL ITEMS

PICTURES OF ALL ITEMS TO BE SUPPLIED WITH THE QUOTATION FAILURE TO DO SO WILL RENDER YOUR QUOTE NON-RESPONSIVE

Quantity	Description
SECTION A	
2	DVD on HIV
200	Red ribbons with safety pins
2	HIV 30cm white branded candle
200	Stop the spread of AIDS badges
20	HIV white ties (AIDS Logo at the Top and Stop AIDS symbol at the bottom)
20	HIV white bandannas (written in red STOP AIDS symbols on two sides other two sides to be written Getting to Zero)
20	Black HIV branded beanies
2	Master AIDS Games
10	A3 Laminated Posters on HIV
20	Copies of Positive Health
SECTION B	
Quantity	Description
100	White bandanas with HIV messages – Two sides written Getting to Zero and the other two side written STOP AIDS
50	Black HIV branded beanies
50	White AIDS Ties (AIDS symbol at the top and STOP AIDS symbol at the bottom)

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 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.

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Project Manager: Mrs M Mcuba

Contact Details: 046603 6147 / 073957 3760

Closing Date: 12 NOVEMBER 2013

Closing Time: 12H00

DR PRAVINE NAIDOO
MUNICIPAL MANAGER