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LEPELLE-NKUMPI MUNICIPALITY

REQUEST FOR QUOTATION NUMBER QT0015/2013/14

QUOTATION: SUPPLY AND DELIVERY OF DIARIES AND CALENDARS

Suitable service providers are hereby invited to submit written quotations of Supply and delivery of diaries and calendars.

ITEM NO.	DESCRIPTION	QUANTITY
1	DIARIES	
	<ul style="list-style-type: none"> B5 Diaries wrapped in gloss, 4 pg tip inns, full colour Pocket size diaries in gloss, 2 pg tip inns, full colour 	800 300
2	CALENDARS	
	<ul style="list-style-type: none"> A1 12 month Utility Poster Calendars 350g gloss full colour Desktop Calendars A2 120g full colour Tent Calendars 350g gloss full colour 	1500 250 300

Conditions

- Quotations in sealed envelope written notice number must be deposited in the Quotation **Box to Supply Chain Management Offices Civic Centre(Next to Security) Lebowakgomo between 07h30 and 16h30**

- Closing date for submission will be 13/11/2013 at 11H00
- Quotations must be accompanied by a valid and original Tax Clearance Certificate, Certified copy of CK/Company registration certificate, Certified copy of BBBEE status level certificate from an accredited agency, auditors or accountants, municipal rates / proof of residents, Certified copy of I.D, Municipal rates statement/letter from traditional authority, MDB 1, MBD6.1 ,MBD4, and MBD8 forms obtainable from on the Municipal website and Supply Chain Offices.
- Fixed prices must be valid for thirty (30) days.
- Price(s) quoted must be firm and inclusive of VAT
- Quotations must be on an official letterhead of the company
- A firm delivery period must be indicated
- Errors and / or omissions in technical specification of the offer, or the prices calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered(if applicable)
- Suppliers must be in a position to deliver within 14 days upon receipts of official order.
- Quotations will be evaluated on an 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulations of 2011.(More information about application and requirements, please refer to MBD 6.1 for compliance and guidance on how to be accredited or to be verified)

Please Note

- No quotation by facsimile or by e-mail will be accepted
- Enquiries in this regard can be directed to **Mantwa / Lerato** At Telephone **015 633 4531** During office hours (**Mobile Office**)
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation only

ACTING MUNICIPAL MANAGER

Ms L.A MODIBA