



Lejweleputswa District Municipality



RFQ NO: 278/01/2016: STATIONERY FOR THE OFFICE OF THE MUNICIPAL MANAGER

Lejweleputswa District Municipality hereby requests quotations from reputable and reliable service providers: design and printing of desk calendars as well as diaries for the office of the Municipal Manager.

Specifications:

ACCOUNT	DESCRIPTION	QTY
PRINTING	A1 CALENDERS PRINTED IN ONE COLOUR ON 128gr GLOSS WITH TOP AND BOTTOM RIMMING	3000
DESIGN	DESIGN & LAYOUT	1
PRINTING	A2DESK CALENDERS: 12 MONTH IN FULL COLOUR (COMMON PLATES) ON 80gr BOND GLOSS	200
DESIGN	DESIGN & LAYOUT	1
PRINTING	TENT CALENDER IN FULL COLOUR ON 300 GLOSSS	20
DESIGN	DESIGN & LAYOUT	1
PRINTING	DIARIES	40

The quotation must be submitted on the letterhead of your business and must be hand delivered for the attention of Ms. Cathy Baloyi
Lejweleputswa District Municipality,

Supply Chain Management Unit
CNR Jan Hofmeyer and Tempest Road,
Welkom
9460

Enquiries: Mr. C Petersen
Tel: (057) 391 8900

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the MBD1, MBD2, MBD3.1, MBD4, MBD6.1, MBD8 & MBD9 can be downloaded from LDM website (www.lejwe.co.za) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.
- Proof of company registration documents and valid original tax clearance certificate must be attached.
- Original and valid B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE or certified copies thereof must be attached.

NB: No quotations will be considered from the person in the service of the state.
No late quotations will be considered.

Closing Date: 02 February 2016 @ 16:00