



## RE-REQUEST FOR FORMAL WRITTEN QUOTATION

**CLOSING DATE: 04 June 2021 @12h00**

<b>TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES</b>	<b>ZIBUYILE BUTHELEZI-032 437 9463 <a href="mailto:zibuyile.bbuthlezi@ilembe.gov.za">zibuyile.bbuthlezi@ilembe.gov.za</a> LINDA MNCUBE-032 437 9475 <a href="mailto:linda.mncube@ilembe.gov.za">linda.mncube@ilembe.gov.za</a></b>
<b>ADMINISTRATIVE ENQUIRIES</b>	<b>MS NP Gumede—032 551 8751</b>
<b>REFERENCE</b>	<b>PL/16902/2021</b>
<b>DATE OF ISSUE</b>	<b>28 May 2021</b>

Kindly submit (on your company letterhead); a written price quotation for the following:-

ITEM NO.	QUANTITY	DESCRIPTION
1.	70	<b>REQUEST FOR QUOTATION FOR SERVICE PROVIDER TO DESIGN, LAYOUT AND PRINT OF ILEMBE DISTRICT IDP DOCUMENT</b>  <b>A4 PORTRAIT GLUE BOUND FULL COLOUR DOUBLE SIDED &amp; GLOSS +-250 PAGES ENGLISH VERSION</b>  <b>CONTENT WILL BE PROVIDED BY USER DEPARTMENT.</b>

**All bidders must PLEASE ensure that they have a clear knowledge of what they are quoting for.**

### MANDATORY PRE-QUALIFICATION CRITERIA

Procurement will be done in accordance with the Preferential Procurement Regulations 2017 and Regulation 4 will be applicable in this request for quotations. Entities that do not meet the pre-qualification criteria below will be disqualified and will not be considered further in the evaluation process: -

1. Bidder/s (including a Joint Venture entity) must have a level 1 or 2 B-BBEE Status Level Verification Certificate issued by an accredited person/entity or a sworn affidavit where applicable like EMEs.
2. Bidder/s including a JV entity must be an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.

Quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. **Quotations must be deposited into the Quotations Box situated at the Reception Area, Technical Services Building, 12 Haysom Road, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. No late submission will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of offer.
- Price(s) quoted must be firm and inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017, pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (**also available on [www.ilembe.gov.za](http://www.ilembe.gov.za)**) must be scrutinized, completed and submitted together with your quotation.