



(045) 932 8197



(086) 215 2818



1, Seller Street, Maclear, 5480

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business and emailed to Ms. K. Zokwe, [khululwaz@elundini.gov.za](mailto:khululwaz@elundini.gov.za) or faxed to 086 215 2818, Finance Department, before 12h00 on the 23<sup>rd</sup> February 2012.

**For Technical Enquiries: Ms Nomakhulu Dingane**  
**MUNICIPAL MANAGER'S OFFICE**  
**Tel: 045 932 8110**

### *DESIGN, TRANSLATE AND PRINTING OF MUNICIPAL STRATEGY DOCUMENT*

*ELM-1/018/2011-2012*

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 must be inclusive of VAT.
- A valid original Tax Clearance certificate.
- Copies of Company Registration certificate and IDs
- The 80/20 preferential procurement policy act will apply
- Firm Delivery Period must be indicated
- BEE Certificate

**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



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1. Translation of English document to Xhosa and Sesotho

**2. Printing**

The total number of 350 copies to be divided as follows:

- **English = 200**
- **Xhosa = 100**
- **Sesotho = 50**

3. A document should be printed on an A4 size with 10 point font size

**4. Design**

- Cutting design which differs from the normal/natural design of documents.
- A design must be creative and allowing to insert pictures.
- A service provider must be capable of choosing between the following designs:

- I. **Boat**
- II. **Aero plane**
- III. **Eagle**
- IV. **Small letter e-shape –for Elundini**

**EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30,000.00**

**Price - 80 points**  
**B-BEE status level of Contribution - 20 points**

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

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