 **Newcastle Municipality**

**STRATEGIC EXECUTIVE DIRECTOR : BUDGET & TREASURY OFFICE**

**SUPPLY CHAIN MANAGEMENT UNIT**

Date: 29 July 2014

Dear Supplier

# REQUEST FOR CLOSED QUOTATION : QUOTE NUMBER 017-2014/15

Kindly furnish me with a written quotation for the supply of the goods as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and put in the tender box, Civic Centre, Murchison Street by ***not later than the specified date underneath****.* ***Please note that no quotations received after the closing time will be considered.***

**Fax Number :** 034 328 7641

**Email :** Sibusiso.Mabizela@newcastle.gov.za

**Telephone no :** 034 – 328 7811

**Enquiries :** Mr S. Mabizela

The following conditions will apply:

1. **Format of quotation must adhere to the following:**
   1. Quotation must be on the company letterhead and made out to the Newcastle Municipality. The word **QUOTATION** must be clearly stated at the top of the quotation
   2. Quotation must be clearly dated and valid for at least **thirty (30)** **days**
   3. If you are a VAT vendor, VAT number must be indicated on the quotation. VAT number of the Newcastle Municipality (4000791824) must also be indicated on the quotation
   4. Price(s) quoted must be firm and must be inclusive of VAT
   5. A firm delivery period must be indicated
2. No contract shall be concluded with any bidder whose municipal rates, taxes and municipal services charges are in arrears. **Please attach your latest Municipal Rates account for your business premises**
3. No contract shall be concluded with any bidder whose tax matters are not in order.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Mr S. Mabizela

Procurement Official

**PLEASE ENSURE THAT WE RECEIVE YOUR QUOTATION BY 12H00 ON THURSDAY 31 JULY 2014**

**Procurement Schedule**

**See attachement**

**PLEASE SPECIFY DELIVERY PERIOD**

**DELIVERY ADDRESS CONTACT PERSON**

Cleansing Section Thava Kelly

Hardwick Street, Newcastle 078 457 5470

**Request for Quotations:**

**Specifications**

***T – SHIRTS*** 100% COTTON – COLOUR YELLOW

FRONT LEFT CHEST PRINTED – LOGO FULL COLOUR

TEXT BLACK NEWCASTLE MUNICIPALITY – WASTE MANAGEMENT SECTION

ACROSS BACK APPROXIMATE SIZE A4 PRINTED THREE COLOURS VARIOUS LOGOS AND TEXT.

***GOLF SHIRTS 100% COTTON***- COLOUR YELLOW, ALL OTHER SPECIFICATIONS AS ABOVE.

***WATER BOTTLES*** 700ml COLOUR OF BOTTLE LIME GREEN

PRINTED WITH ONE COLOUR BLACK WITH 2 LOGOS AND TEXT

NEWCASTLE MUNICIPALITY – WASTE MANAGEMENT SECTION – KEEP YOUR ENVIRONMENT CLEAN.

***STATIONERY SET*** COLOUR LIME GREEN

STATONERY CASE – MUST INCLUDE PEN, PENCIL, RULER, RUBBER AND SHARPNER.

STATIONERY CASE AND STATIONERY MUST BE PRINTED ONE COLOUR BLACK WITH 2 LOGOS AND TEXT

NEWCASTLE MUNICIPALITY – RECYCLE LOGOS

RECYCLE – REDUCE - REUSE

***Samples to be submitted with the quotation otherwise this quotation will be disqualified.***

**Pricing Schedule**

|  |  |  |
| --- | --- | --- |
| **Description** | **Quantity Required** | **Price** |
| T shirts | 200 extra small |  |
|  | 450 small |  |
|  | 250 medium |  |
|  | 100 large |  |
| Golf T shirts | 20 (2M, 8L, 7XL, 3 XXL) |  |
| Water Bottles | 1000 |  |
| Stationery Set | 1000 |  |
|  |  |  |

**Note that the delivery date is 5 August 2014**