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**Date:** 23 December 2015

**Supply Chain Management Unit**

Office G23

37 Murchison Street

Newcastle

2940

Sabelo.vilakazi@newcastle.gov.za

034 328 7818

**Quotation No:** QUO-SV81/2015/16

**Supply and Delivery of T-Shirts for Senior Citizens**

Newcastle Municipality’s Special Programme Unit`s is looking for eligible and accredited service providers to submit written quotations as detailed in the enclosed specifications.

Sealed quotations, addressed to the Supply Chain Management Unit and marked “Quotation Number:” must be placed in the quotation box located in the Reception Area, Scott Street, Newcastle ( not any other quotation or tender box) by no later than **10h00** on **Monday**, **04 January 2016**.***Please note that no quotations received after the closing time will be considered.***

**IMPORTANT REQUIREMENTS**

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, clearly indicating a **“Quotation Number:”**
	2. **Separate quotation for each item must be submitted and it must have a company stamp and or signed.**
	3. Quotation must be clearly dated and valid for at least **30 days**.
	4. **Valid Tax Clearance certificate and BBBEE Certificate.**
	5. 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.
	6. Price(s) quoted must be firm and must be inclusive of VAT.
	7. 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 & a tax clearance certificate for amounts exceeding R10 000-00.**
2. 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.

**Enquires (Procurement Official)**

Name: Sabelo Vilakazi

**SCOPE OF FORMAL WRITTEN QUOTATION**

The scope of the quotation is for the **Supply and Delivery of T-Shirts for Senior Citizens**

**SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Quantity | Specification | Delivery Time and Date |
| 200 | * Golf shirts
* Gold embroidered in black
* **Front -** Newcastle Municipality emblem embroidered on the left
* **Back -**  *“Ukukhula kwami, ubuhlakani kwami”* – embroidered in black.
* **Sizes**
	+ Small – 30
	+ Medium – 50
	+ Large – 65
	+ Extra Large – 38
	+ Double extra Large - 17
 | 8 January 2016 |

**\*\*\*\* Service provider is required to submit a sample of the golf shirt together with the quotations\*\*\*\***

For Technical enquiry please contact Mrs Samke Dube on Tel: 034 328 3300