Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the region

REQUEST FOR QUOTATIONS (08/11/2021)

Enterprise iLembe Annual Report 2020/21

Quotations are invited from experienced and suitably qualified service providers for concept design of Enterprise iLembe's Annual Report for the year 2020/2021. This includes the project management of creative direction, design, layout, printing, binding, packaging, and, importantly, timely delivery of high-quality report (full version in both print and electronic formats) to meet statutory deadlines.

For copies of the terms of reference and/ or related queries, please contact the office administrator, Ms. Kerry vd Linde:

E-mail: Kerry@enterpriseilembe.co.za Tel: 032-946 1256

It is compulsory for service providers to be registered on the Central Suppliers Database for Government. Please visit https://secure.csd.gov.za/ to register on the database.

Proposals/ Quotations must be accompanied by the following documents:

•Valid TCS Pin number issued by SARS (compulsory)
•Proof of registration on the Central Suppliers Database (compulsory).
(The registration number/report will be available on the CSD Website once you have registered)
•B-BBBEE Status Level Certificate (if you have)
•*MBD 4* – Declaration of Interest Form (Compulsory)
•Quotation must be accompanied by **at least one electronic sample** of previously designed and printed Integrated Annual Reports and Summary Annual Reports of organisations of a similar size and nature by the service provider submitting the quote. (Compulsory).
•Proposed design layout of the annual report (Cover and Interior) to be submitted in electronic format (Compulsory).
•Proof of banking details/ Bank Statement (Compulsory)
•Company registration document (Compulsory)

All proposals will be evaluated and adjudicated in terms of the approved Supply Chain Management Policy of Enterprise iLembe on the 80/20 preference points system read together with the 2017 Preferential Procurement Regulations.

Please e-mail your proposal to siyabongasi@enterpriseilembe.co.za on or before the closing date i.e. **16 November 2021 at 11h00.**

Mr. L Mncube
Chief Executive Officer