



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 (06/10/2021)

DESIGN, LAYOUT AND PRINT OF A DL SIZE BROCHURE

Enterprise iLembe invites quotations from suitably qualified and experienced service providers, from within the iLembe District, for the design, layout and print of a DL size brochure. The quotation must include the following;

- Design, layout, print DL size brochure
- Review and edit supplied content
- Print: Full Colour
- 500 copies
- Paper quality: Cover 250gsm, Interior: 150gsm gloss
- Supply electronic version – email compatible

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

Information Contact: Please direct all enquiries to pearl@enterpriseilembe.co.za

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)
- Proof of residence in iLembe (i.e., a Utility Bill, Signed Lease Agreement or **Original** signed Councillor Letter from any of the following regions viz. KwaDukuza, Mandeni, Maphumulo or Ndwedwe) (compulsory)
- B-BBEE Status Level Certificate (if you have)
- *MBD 4* – Declaration of Interest Form (Compulsory)
- Design sample layout (Compulsory)
- Company registration documents (compulsory)
- Proof banking details/ Bank Statement (compulsory)

All proposals will be evaluated and adjudicated in terms of the approved Supply Chain Management Policy of Enterprise iLembe on the 80/20 Preferential Procurement 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., **14 October 2021 at 12h00**. Please note that no late submissions will be accepted.

Mr. L Mncube

Acting Chief Executive Officer