



TSWELOPELE
LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

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E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 60 OF 2013/2014
BRANDING OF THE MUNICIPALITY**

Formal written price quotations are hereby requested from reputable and professional service providers for branding of the Municipality. The following are the specifications of the branding material that is required:

Front Entrance: Bultfontein Offices

1. Board

Material: Full colour Print on Chromadeck with lamination

2. Flags:

South African Flag and Tswelopele Flag

Material: Full Colour Print on flag material

Size: 1.2 m x 1.8m

3. Totem pylon

Material: Light box

Size: 2.3 m

Full colour and must be double sided

Reception Area

- 4.** The following wording '**RECEPTION**' to be mounted to the main reception entrance.

Material: steel cut outs mounted onto wall

Alphabetic Size: 300mm high per letter

Bultfontein Town Hall

5. Signage

The following wording '**TOWN HALL**' to be mounted to the main reception entrance

Material: Steel cut outs mounted onto wall
Lights mounted above signage

Alphabetic Size: 300mm High
With 2 Spot Lights

The A-Frame

- 6.** The double sided A-frame with its unique burnished aluminium frame

Sizes:

- 3000mm x 1000mm

The frame must also come out with a strong handy carry bag, plastic clips and with easy fold up arms.

The Banner Wall

- 7.** The banner wall comes in different sizes and shapes

Shapes:

- Concave
- Curved
- Flat

Sizes:

- 3 x 2.25m
- 2.25m x 2.25m
- 4.5m x 2.25m

It must also come out with a handy carry bag.

Economy Pull Up Banner

- 8.** The box shaped pull up banner with a square body and accessories.

Sizes:

- 1350mm x 2000mm

It must also come out with a handy carry bag with easy fold up arms.

Shark Fin Banner

9. The teardrop banner with a burnished finish on its aluminium poles. It comes in different sizes and is great for internal or external use.

Size:

- 4000mm

Must come out complete with a strong handy carry bag and with easy fold up arms. It must also come out with an indoor stand including a deluxe peg or budget peg.

The Telescopic Banner

10. The telescopic banner has a burnished finish on its aluminium poles. It comes in different sizes and is great for internal or external use.

Sizes:

- 3500mm x 700mm

Must come out complete with a strong handy carry bag and with easy fold up arms. It must also come out with an indoor stand including a deluxe peg or budget peg.

All quotations must be e-mailed at/to loapep@tswelopele.org or Faxed to 086 539 3183 not later than Thursday, the 27th of March 2014 at 12H00.

The following terms and conditions shall apply:

1. Quotations must be in the letterhead of the Prospective Service Provider.
2. Delivery of items must be done to Bultfontein.
3. No quote will be accepted without Valid Tax Clearance Certificate.
4. BBBEE Certificate must be submitted (if not already submitted to the municipality with application to be on database of suppliers). Should BBBEE Certificate not be submitted, no preference points may be claimed in this regard.

5. Only Suppliers who are registered with the Municipality as Suppliers (which have been allocated a Supplier / Vendor Number) are eligible to submit quotations. Suppliers who are not registered on Tswelopele Supplier Database must apply to be listed on database (which will be done once such Prospective Service Providers has met the listing criteria).
6. Prices on quotations must be valid for 30 (thirty) days from the closing date.
7. No Payment will be made (in Full or Partially) prior to delivery and assembling of the signage and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
8. Non-adherence to any of the conditions may lead to your quotation not to be considered.
9. Prospective Suppliers should include references of Municipalities or institutions they did this type of branding with.

All enquires to be directed to **Mrs. Puseletso Loape** at **051 853 1111**.



Lefa Moletsane
Chief Financial Officer

20 March 2014