



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

CALL FOR QUOTATIONS (27/08/18)

Print, Design & Layout of Newsletter

Enterprise iLembe invites quotations from suitably qualified and experienced service providers preferably from within the iLembe District for the design, layout and print of the Quarterly Enterprise iLembe Newsletter as per the following specifications;

- Print: 300 copies per quarter (Deadlines: Q1 - October 2018, Q2 - January 2019, Q3 – April 2019, Q4 – July 2019)
- Size: A4 full colour (estimate minimum 20 pages per publication) per quarter,
- Paper: 150gsm high gloss
- Staple bound
- Creative – Once appointed Service provider to propose name of Newsletter in line with the Enterprise iLembe mandate, roles and functions.

Compulsory: **All quotations to be accompanied by design layout samples.**

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.

Closing Date: **04 September 2018; 14h00**

Please direct all enquiries to victor@enterpriseilembe.co.za

Proposals/ Quotations must be accompanied by the following documents:

- Proposed Newsletter Design Layout Samples (compulsory)
- Proof of Valid tax clearance certificate or TCS Pin issued by SARS (compulsory)
- Proof of residence in iLembe (i.e a Utility Bill or Original Signed Councillor Letter from any of the following regions viz. KwaDukuza, Mandeni, Maphumulo or Ndwedwe) (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 on the Central Suppliers Database)
- B-BBBEE Status Level Certificate (if you have)
- *MBD 4* – Declaration of Interest Form (compulsory).

Please e-mail your proposal to krisantha@enterpriseilembe.co.za .

Mr. N Nkomzwayo
CEO