

DANNHAUSER MUNICIPALITY-KZ254

DEPARTMENT-OFFICE OF THE MUNICIPAL MANAGER

MEMORANDUM

Ref : 2/R
TO : PROCUREMENT OFFICER
AUTHOR : IDP MANAGER
DATE : 25 AUGUST 2020
SUBJECT : QUOTATION FOR DARIES AND CALENDARS

The above matter bears reference.

Kindly obtain quotation of the items from most reliable and professional service provider.

1. 50 X A4 Personalise Diaries which should contain the following information, information for the Personalised diaries will be provided in due course.
 - 1 Month pages with all 12 months on the side of the month in questions (small)
 - Of Dannhauser Municipality and its information, e.g. Telephone, fax, e-mail & website address, location(where the municipality is situated under Amajuba District Municipality)
 - After each month the selected development photo be inserted in a gloss page or cover

- Schedules of the Council Meetings, EXCO Meetings, Portfolio Committee Meetings and MANCO meeting, IDP RF and IDP Budget Roadshows
- Leather Cover in Black Colour with a curving yellow stripe at left bottom corner
- Municipal emblem be printed in gold in the middle of the front cover
- The first page of the diary will have a Mayoress foreword, Speakers and the Municipal Managers overview (summary vision) with their photo each
- Second Page will have a Dannhauser Map and the third page with the Map of Africa
- Another Page must cover the vision and mission

2. **10 x A5 Personalised Diaries** with the above content

3. **60 x A5 None Personalised Diaries** with above content

4. **50 x A4 None Personalised Diaries** with the above content

5. **Desk PAD – A3 X 40**

- Each page with a Month in question and the whole months of the year at the bottom, on sides be covered with developmental photos which will be provided
- Top Central Dannhauser Municipality with the logo in clear colours, it should covers the municipal information which is Telephone, Fax, Postal Address, E-mails address, Website

address, Physical Address with the development photos on the side as per what will be provided by the office.

6. **4000 x A1 Gloss Calendar** with gold rim on the top, with the following information:

- Office Bearers photos (Mayor, Deputy Mayor, Speaker, Photo for Council Members and Municipal Manager)
- On the side of the Calendar development photos be inserted
- Top centre Municipal name and the information of the municipality which will be provided by the office
- At the bottom of the Calendar where the Public Holidays and School Holidays are inserted, a schedule of the Council, EXCO, Portfolio Committee Meetings and the schedule of the IDP/Budget activities.
- On each quarter of the year quotation be inserted which be provided to the successful Service Provider.

7. **40 x A4 File Folders** outer cover with the Municipal Logo and a blue or white colour background – with the mission and vision at the inner front page, and at the inner back page Municipal Map, at the outer side of the back insert the municipal information which is Telephone No, Facsimile No., postal address, physical address, emergency no. etc.

The goods shall be delivered by the **18 November 2020** at the Municipal Office; a service provider that will not deliver the goods as per instruction a payment will be withheld.

Interest Service Providers are requested to provide 4 appointment letters and reference letters for the similar projects and note that the appointment letters and reference letters be traceable.

For any enquiries please contact **Philani Ndlovu at 034-621-2666 ext. 0704**

Hoping that you will find this in order.

Regards

**IDP MANAGER
NDLOVU PJ**