



ALFRED NZO

DISTRICT MUNICIPALITY

Enquiries: Y. Mhlaluka EXT: 5039

20 October 2020

Ref: 3/3/1

SPECIFICATION FOR DESIGN, SUPPLY AND DELIVERY OF DIARIES AND CALENDERS

Item	Description	Quantity
1. Diaries	<p>TYPE : A4 PVC</p> <p>DIMENSION : 23,5cm x 18cm x 25cm</p> <p>COLOUR : Maroon , Green, Blue and Black</p> <p>MATERIAL : Soft Leather touch</p> <p>1st page of the diary will have a brief history of Alfred Nzo and the diary will also have 12 inserted monthly information pages.</p> <p>On the cover, the diaries must have Initials and Surname, Designation, Customer Care Line and Municipal Logo all printed in gold</p> <p>NB: 110 copies of diaries will have initials and surname, designation, customer care line and municipal logo all printed in Gold on the cover. The remaining 90 diaries will only have municipal logo and customer care line.</p>	250
2. Diaries	<p>TYPE: A4 PVC 2 Tone S-curved Pad Executive Diaries</p> <p>DIMENSION: 29cm x 21,5cm x 2,5cm</p> <p>COLOURS: Maroon, Green, Blue and Black</p> <p>MATERIAL: Soft leather touch</p>	100


	<p>1st page of the diary will have a brief history of Alfred Nzo and the diary will also have 12 inserted monthly information pages.</p> <p>On the cover, the diaries must have Customer Care Line and Municipal Logo all printed in gold</p>	
3. Line Journal	<p>TYPE: A5 Line Journal with elastic</p> <p>DIMENSION: 13.5cm x 21cm</p> <p>COLOURS: Maroon, Green, Blue and Black</p> <p>MATERIAL: Soft Leather touch</p> <p>On the cover, the journals must have Customer Care Line and Municipal Logo all printed in gold</p>	800
4. Calendar	<ul style="list-style-type: none"> • Wall Calendars A1 size with wall mounting holes • Desk Calendars A2 size with corner plastic covers • Tri Angle A4 size with flipping pages under the cover page 	<p>250</p> <p>150</p> <p>550</p>
<p>NB: calendars to be printed on gsm-glossy and in colour. Submissions by all bidders should be accompanied by samples of each item as per the above specification. Bidders who fail to submit all samples as stated above will be disqualified.</p> <p>Selected service provider must deliver products to the municipal offices in Mt Ayliff within a month from the date of receiving the Official Purchase Order.</p>		

NB: 100% Local productivity and content including MBD 6.2 form must be completed.



REQUISITION OFFICER

APPROVED/NOT APPROVED



L.PETELA
MANAGER: COMMUNICATIONS



ALFRED NZO

DISCTRICT MUNICIPALITY

Enquiries: Y. Mhlaluka EXT: 5039

12 August 2020

Ref: 3/3/1

SPECIFICATION FOR DESIGN, SUPPLY AND BUSINESS CARDS

Item	Description	Quantity
1. Diaries	<p>TYPE : A4 PVC</p> <p>DIMENSION : 23,5cm x 18cm x 25cm</p> <p>COLOUR : Maroon , Green, Blue and Black</p> <p>MATERIAL : Leather</p> <p>1st page of the diary will have a brief history of Alfred Nzo and the diary will also have 12 inserted monthly information pages.</p> <p>On the cover, the diaries must have Name, Designation, Customer Care Line and Municipal Logo all printed in gold</p>	250
2. Diaries	<p>TYPE: A4 PVC 2 Tone S-curved Pad Executive Diaries</p> <p>DIMENSION: 29cm x 21,5cm x 2,5cm</p> <p>COLOURS: Maroon, Green, Blue and Black</p> <p>MATERIAL: PMU</p> <p>1st page of the diary will have a brief history of Alfred Nzo and the diary will also have 12 inserted monthly information pages.</p> <p>On the cover, the diaries must have Customer Care Line and Municipal Logo all printed in gold</p>	100

3. Line Journal	TYPE: A5 Line Journal with elastic DIMENSION: 13.5cm x 21cm COLOURS: Maroon, Green, Blue and Black MATERIAL: PMU On the cover, the journals must have Customer Care Line and Municipal Logo all printed in gold	800
4. Calendar	<ul style="list-style-type: none"> • Wall Calendars A1 size with wall mounting holes • Desk Calendars A2 size with corner plastic covers • Tri Angle A4 size with flipping pages under the cover page 	250 150 550
<p>NB: calendars to be printed on gsm-glossy and in colour. The printing of calendars should be into printing. Submissions by all bidders should be accompanied by samples of each item as per the above specification. Bidders who fail to submit all samples as stated above will be disqualified.</p>		
<p>Selected service provider must deliver products to the municipal offices in Mt Ayliff within a month from the date receiving the Official Purchase Order.</p>		


REQUISITION OFFICER

APPROVED/NOT APPROVED


L.PETELA
MANAGER: COMMUNICATIONS

**BTO: ANDM
RECEIVED**

2020 -10- 15

APPROVED / NOT APPROVED

SIGNATURE