



Private Bag x14, Brandhof, 9324 30 Rhodes Avenue, Oranjesig, Bloemfontein, 9301	Tel no: +27 (0) 51-412 2692 Fax no: +27 (0) 51-405 8532
Contact Person: Me. P.K. Sease E-mail:Puleng.Sease@centlec.co.za	Date: 01 December 2015
Our Ref.: C41 /2015	

QUOTATIONS ARE HEREBY INVITED TO SUPPLY ATTACHED SCHEDULE.

FOR FURTHER INFORMATION CONTACT: A M MAKARA @ 051 412 2606

CLOSING DATE: 09 December 2015 @11 H: 00

The following conditions will apply:

- The quotation must be submitted on the letterhead of your business
- **Delivery** must be in accordance with instructions from this office.
- Quote item number as well as **delivery** (ex. stock/or ex Jhb 7 days).
- **Discount** for 30 days payment.
- Price must exclude **VAT**, but **delivery charges** must be **included**.
- The lowest or any quotation will not necessarily be accepted and Centlec reserves the right to accept where applicable a portion of any quotation.
- Payments will only be made to the company **whose name** appears on the official order, no third party will be considered.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be **exclusive** of **VAT** but **inclusive** of **delivery charges**.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000).
- **Please ensure that you complete 80/20 MBD forms failure to submit may invalidate your offer**
- A valid original Tax Clearance Certificate should accompany your offer. Failure to submit may invalidate your offer.
- Centlec reserved the right to request samples if need be.
- **NB: All suppliers are requested to submit certified copy BBBEE**
Certificate with the quotation on the closing dates in order to substantiate their claim.
- **NB: All suppliers intending to do business with Centlec State Owned Company must ensure that they are registered in the Centlec State Owned supplier database, if not registered, forms are available at Centlec Supply Chain Office and also on the centlec State Owned company website: www.centlec.co.za under menu icon (available bids).**
- **No official order will be issued to a supplier not registered on the Centlec State Owned Company Supplier database...**

NB: No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

QUOTATIONS to be collected and submitted as follows:

1. To be collected at 195 Nelson Mandela Drive College Square (Telkom Building) and submitted In a sealed envelope, with **QUOTATION NUMBER**.

SUPPLY CHAIN MANAGEMENT UNIT

QUOTATION NO



Directors: ML Mbali (Chairperson), FP Zitha (Deputy Chairperson), TAJ Mongake, N Mokhesi, KM Moroka, SM Zimu, SG Xulu, ZC Uwah, NA Mgoqi (CEO) LG Kritzinger (COO), TJ Ramulondi (CFO)



QOUTATION PRICE -----

DISCOUNT: % -----

DELIVERY PERIOD -----

VAT NR: -----

COMPANY NAME -----

CONTACT NAME -----

POSTAL ADRESS -----

TEL -----

E MAIL ADRESS -----

DESCRIPTION	QTY
INVITATION OF QUOTATION FROM SUITABLE SERVICE PROVIDER FOR PRINTING OF THE ANNUAL REPORT SEE ATTACHED SPECIFICATION	250

Documents are obtainable at **R50.00 non-refundable deposit** per set. (Deposit can be made at **ABSA BANK** Acc. No.: 407 820 9583, Branch Code: 632 005, Ref.: 501 204 260 2520 payable to CENTLEC (SoC) Ltd attention Supply Chain)



CENTLEC
Reg No 2003/011612/07

Private Bag X14, Brandhof, 9324 195 Nelson Mandela Drive, Telkom Building, College Square, Parkwest, Bloemfontein, 9301	Tel no: +27 (0) 51 412 2611 Fax No: +27 (0) 51 xxx xxxx
Contact Person:	Date:
E-mail:	
Our Ref.:	Your Ref.:

1.Scope of work

The successful service provider will need to: Proof read the document text, graphic design, layout, print and provide quotations of the number of copies required by Centlec below:

Description	Technical requirement
Size of document	A4
Number of pages	244 (plus 4 cover pages)
Cover page	Front and back covers (inside and outside of covers will have text and/or images)
Colour, graphic design and layout	Full colour, as branding colours of Centlec
Type of binding	Perfect / Book Binding
Cover specification	matt laminate
Number of copies required	100 – 150 150 – 200 200 – 250 250 – 300
Reverts (maximum of 3)	There will be a maximum of three reverts between supplier and Centlec

2. Quotations must include costs for the following:

Description	Amount
Concept, graphic design and layout costs	
Proof reading of the document text	
Full colour set of proofs & final electronic proofs	
High resolution proofs (cover page, content page, etc)	
Management /Professional fees	
Printing per category as on page 1	
Total cost (excluding VAT)	

Material**Requirements**

Publication	<ul style="list-style-type: none">▪Final text (word version)▪Final pdf version supplied to printers
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- Submissions should include a portfolio of published work undertaken by publishing house and/or by specified designer.

- Failure to comply with deadlines, design and layout requirements will result in the in the appointment of an alternative service provider to ensure that the project is completed.

- Final approval and sign off of work undertaken by the service provider is subject to the COO's authorisation.

3. Starting of the process

- Start date: 4 December 2015
 - Submit AFS
 - Annual Performance Report
 - Audit Report

- 7th December 2015 – Proof reading & Graphic design completed
- 15th January 2016 – Final Draft completed
- 15th January 2016 – Printing of copies starts