

# **CACADU DEVELOPMENT AGENCY**

## **REQUEST FOR QUOTATION FORM**

<b>To:</b>	<b>ALL PROSPECTIVE SERVICE PROVIDERS</b>
<b>Project Name:</b>	<b>Branding of the Cacadu Development Agency</b>
<b>Requestor:</b>	<b>Cacadu Development Agency</b>
<b>QUOTATION NO.</b>	<b>01/2013</b>
<b>NOTICE NO.</b>	<b>1 of 2013 dated 17 September 2013</b>
<b>Site Clarification Meeting (Compulsory):</b>	<b>20 September 2013 at 11h00</b>
<b>Quotation to be Delivered by:</b>	<b>27 September 2013 at 12h00</b>

### **SPECIFICATION OF ORDER (Please specify exact requirements)**

Quotations are requested from reputable Service Providers for the supply, delivery and installation of the branding of Cacadu Development Agency within the Cacadu District Municipal offices, 1<sup>st</sup> floor.

The Cacadu Development Agency (CDA) is a new entity that requires a unique identity that will create a lasting impression. The CDA is a municipal entity of the Cacadu District Municipality and covers the exact same District area as the municipality. The Cacadu District Municipality has developed an identity based on factors within the District area and as the CDA covers the same area, the branding should consider the similar factors accordingly.

The CDA requires the following as part of its branding:

- Logo design and identity refinement
- Application of Logo to letterhead
- Business cards, email signature
- Power-point Template
- 4 x Pull-up Banners
- Building signage (1 x Sticker on window 2.5m x 1.8m ; 1 x Signage Board 1m x 1,47m)

A Compulsory clarification meeting will take place at the Cacadu Development Agency Offices, 1<sup>st</sup> Floor Boardroom, 32 Govan Mbeki Avenue, Port Elizabeth on Friday, 20 September 2013 starting at 11h00 and failure to attend will result in the disqualification or rejection of a quotation

Quotations will be evaluated on the **80/20** price and preference point system.

The following documents are to be submitted with the Quotation:

- a) A Certified copy of Company Registration.**
- b) Completed Database Registration Form**
- c) A SARS TAX Clearance Certificate**
- d) A BBBEE Status Level Certificate**
- e) Municipal Billing Clearance Certificate**
- f) Declaration of Interest (MBD4)**

**Note: Failing to attach the B-BBEE Status Level Certificate will result in not being awarded the 20 preference points.**

Formal written price quotations should be submitted via either one of the following options:

- Email to [info@cacadudevelopment.co.za](mailto:info@cacadudevelopment.co.za) (subject reference clearly stated as "**QUOTATION NO: 1/2013** "[**BRANDING OF CACADU DEVELOPMENT AGENCY**]"),
- or faxed to 086 521 5416 (cover letter stating clearly "**QUOTATION NO: 1/2013** "[**BRANDING OF CACADU DEVELOPMENT AGENCY**]"),
- or may be submitted in a sealed envelope, clearly marked **QUOTATION NO: 1/2013** "[**BRANDING OF CACADU DEVELOPMENT AGENCY**]", which will be placed in the quotation box, 4<sup>th</sup> Floor, Standard Bank Building, Govan Mbeki Avenue, Port Elizabeth, **before 12pm on 27 September 2013**.

For further enquiries with regard to the Request for Quotation, please contact Mr R Lorgat on (041) 508 7247, email: [rlorgat@cacadu.co.za](mailto:rlorgat@cacadu.co.za)

Only bidders registered on the official database of Cacadu Development Agency will be considered. Bidders who are not registered should submit their database registration forms upon quotation submission. Should you have any enquiries regarding your registration, please contact Ms Z Sibeko on (041) 508 7055, email: [info@cacadudevelopment.co.za](mailto:info@cacadudevelopment.co.za)

The Cacadu Development Agency reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.

No late or incomplete quotations will be considered.