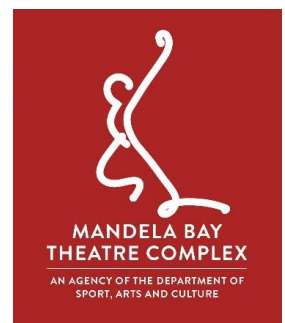


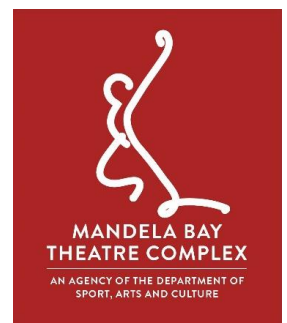
REQUEST FOR QUOTATION (RFQ)

OPENING DATE	28/07/2023
CLOSING DATE AND TIME	04/08/2023 @11h00
QUOTATION NUMBER	MBTC-SCM/25/23
TELEPHONE	041 586 2256
E-mail	buyani@mandelabaytheatre.co.za
ENQUIRIES	Buyani Molefe
SUPPLIER DETAILS	
NAME OF SUPPLIER	
CONTACT PERSON	
TELEPHONE	
EMAIL ADDRESS	
ADDRESS	
THE UNDERNEATH SPECIAL CONDITIONS ARE TO BE ADHERED TO, FAILURE TO COMPLY WILL RESULT IN IMMEDIATE DISQUALIFICATION.	
SPECIAL CONDITIONS:	a) It is COMPULSORY for the suppliers to complete the MBTC RFQ forms and to attach valid quotations of the company with a letterhead. b) The price must be V.A.T. inclusive. c) Price must include delivery. d) Supplier to adhere to the closing date and time of the quotation request. e) Quotation must be valid for a period of 30 days. f) Supplier must break down the prices when quoting. g) Complete the attached SBD 4 & SBD 6.1 h) Evaluation criteria: 80/20 i) Please attach your BEE Certificate & Tax Clearance Certificate with verification pin. j) No prepayment/upfront payment will be paid by Mandela Bay Theatre Complex. Quotations can be e-mailed back to: buyani@mandelabaytheatre.co.za k) For hand delivery: 68 Cape Road, Gqeberha Att. Mr Buyani Molefe Please provide the CSD Supplier number: <u>MAAA</u>



REQUEST FOR QUOTATION (RFQ)

SPECIFICATION				
No.	Description: Provide Professional Services	Quantity	Unit Price	Total Price
1.	Develop a Corporate Identity Document with the following CI applications: • Typography ○ Primary ○ Secondary ○ Spacing ○ Alignment ○ Slogan • Logo Guidelines ○ Full color version ○ Logo spacing ○ Logo color variations ○ Logo minimum sizing ○ Color Pallete ○ Social media application ○ MBTC logo illustration • Logo application ○ Stationery ○ Letterhead specifications ○ Business card specifications ○ Corporate folder specifications (inside and outside) ○ Email signature specifications ○ Envelope specifications ○ MS Word/MS Excel ○ PPT templates • Social Media Icons (YouTube, Facebook, Instagram, Twitter) ○ Color variations • Additional Material ○ Invitations • Signage ○ Outdoor signage ○ Wayfinding signage • Vehicle Signage • Marketing Collateral ○ Z-fold brochure specifications ○ Poster specifications ○ Institution banner specifications (illustrated logo & text only logo) ○ Cropped image banner specifications ○ Full image banner specifications ○ Media wall banner ○ Billboard specifications ○ Rectangle logo banner specifications ○ Gazebo specifications	1		



REQUEST FOR QUOTATION (RFQ)

	• Print Advert ○ Newspaper advertisements • External Application ○ Partner/sponsor banner specifications ○ Multiple partner/sponsor banner specifications ○ External company banner specifications • Apparel ○ T-shirt logo application ○ T-shirt pattern application ○ Hoodie logo application • Certificates ○ General certificate specifications • Exterior façade design ○ Mural painting Attach 3 reference letters/purchase orders as proof. For more information please contact Ms Amy Homley Tel: 083 434 4358 Email address: marketing@mandelabaytheatre.co.za			
<u>Total</u>				
<u>VAT (only if VAT registered)</u>				
<u>Total Price incl/excl Vat</u>				

QUOTATION REQUEST

1. Is the Price Firm.....Yes/No
2. Is the Delivery Firm.....Yes/No
3. Is the offer strictly to specification if No state deviation?

Signature.....

Company Stamp and Date