



REQUEST FOR QUOTATION (RFQ)

Request Details

RFQ Number	RFQ No: DLCA/32/2025
Request Specifications	To appoint a suitable service provider TO SUPPLY AND DELIVERY OF NOTICE TO COLLECT FORMS (NCD) - The service provider should have knowledge and experience in the printing industry. - Quantity – the quantity of notice-to-collect-document forms required for twelve (12) months is 800 000.
Delivery address	459B Tsitsa Street, Erasmuskloof Pretoria 0048
Billing address	459B Tsitsa Street, Erasmuskloof Pretoria 0048

Closing details

Closing date of quote	13 November 2025 at 16H00
Quotes to be e-mailed to:	Quotations@dlca.gov.za and tyron.mkhari@dlca.gov.za

Quotation Return Instructions

- 1 Please ensure that the quote is addresses to DLCA in a PDF format.
- 2 Prices quoted should include all costs including delivery costs and VAT.
- 3 Please ensure that the invoice/delivery note is submitted to DLCA on the day of delivery of goods or services, for payment thereafter.
- 4 **For any enquiries please contact:**
Tyron Mkhari - 012 347 2522



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Requirement list

Quantity	Item description
	Supply and Delivery of Notice to collect forms (NCD) The service provider should have knowledge and experience in the printing industry. Quantity – the quantity of notice-to-collect-document forms required for twelve (12) months is 800 000. • Document must be printed in black on both sides, 160gsm Eltoro complete. Size of form is 304mm x 192mm supplied continues and fan-folded. • Two (2) longitudinal perforations, 12mm each in width and one start on the left edge of form and the other on the right edge of form. • Both longitudinal perforations are punched with holes' equidistance apart of 9mm between each hole and holes are 4mm in diameter. • The form has three (3) lateral perforations and each is 168mm in width and is not crossing the two longitudinal perforations, • The first lateral perforation is 95mm in length from top edge. • The second lateral perforation is 22mm in length from first perforation. • The third lateral perforation is 95mm in length from second perforation and from the third lateral perforation to the edge is 92mm. • Between the second and the third lateral perforation a sesame label is applied to the front and is 31mm x 51mm

Conditions

- DLCA does not bind itself into accepting the lowest quote nor making an appointment from presentations, proposals/quotations received.
- DLCA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and quotations or not to make any appointment at all and also reserves the right to appoint more than 1 service provider.
- DLCA reserves the right to negotiate the quoted amount with the winning bidder.
- The DLCA reserve the right not to award the tender.
- Should this transaction exceed R30k including all applicable taxes, the 80/20 point system will be applied as follows (80 price; 20 Preference points).
- Preferential procurement principles will be applied according to the stated policies of the department.



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- Any conditions imposed by the Service Provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the Service Provider.
- The Service provider will be held liable for any damage or loss suffered by the entity, because of the Service Provider's own or his/her employees' negligence or intent, which originated at the site.
- The Service Provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Service Provider's own employees.
- The Service Provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- A copy of such insurance bid must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.
- Any shortcomings in this specification must be identified by the service provider prior to the awarding of the bid and raised with the DLCA for rectification and agreement.
- Any shortcomings identified by the service provider after the bid has been awarded and that would have had an impact on the bid price will be for the account of the service provider

Compiled by

Date 10/11/2025