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### SPECIFICATION FOR GOODS AND SERVICE

|                     |  |
|---------------------|--|
| <b>Company Name</b> |  |
|---------------------|--|

**Date Goods Required:** The supply and delivery of name tags will be required on an “as and when required” basis for the period of 12 months

**Enquiries:** Ms. Ronika Baldeo 033 897 4403/4395

| NO.                                                                                                                                                                                                                                                                                                                                                                         | DESCRIPTION OF GOODS OR SERVICES                                                                                                                                                                                                                                | QUANTITY | UNIT PRICE | TOTAL PRICE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-------------|
| 01                                                                                                                                                                                                                                                                                                                                                                          | Magnetic base with a plastic cover on top<br><br>-Using your own camera to take photos and printing of 90 name tags.<br><br>-Name tag samples will be provided. <ul style="list-style-type: none"><li>• Size per length: 7 cm</li><li>• Width: 3.5 cm</li></ul> | 90       |            |             |
| <b>DELIVERY FEE</b><br><i>Please note that the appointed service provider will be required to travel twice per quarter. The first trip will be for taking photographs of employees, and the second trip will be for the delivery of the completed name tags. One additional trip will be required to produce a sample before the first batch of name tags are produced.</i> |                                                                                                                                                                                                                                                                 |          |            |             |
| <b>SUB-TOTAL</b>                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                 |          |            |             |
| <b>VAT AT 15%</b>                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                 |          |            |             |
| <b>GRAND TOTAL</b>                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                 |          |            |             |

#### Service Provider to Note:

1. The service must be based in Pietermaritzburg.
2. Mandatory requirement (The service provider must submit a company profile and demonstrate relevant work experience. Additionally, they are required to provide photographic evidence of previously produced name tags, along with at least one reference letter)

**Goods to be delivered at:** Goods and Services to be Delivered at Treasury House Building, No. 145 Chief Albert Luthuli Street, Pietermaritzburg.





**KZN Treasury**

*Mr T Vilane*

Office of the MEC

