



Newcastle Municipality

Ref No: (T) 9/2 – A054-2020/21. RFQ07
Enquiries: ZS JELE
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**Private Bag X6621
NEWCASTLE
2940**

REGISTERED POST

MIN CREATIVE CO (PTY) LTD

33 Ballyclare Drive
Bryanston
2191

Tel: 082 887 099099/010 007 5785
Email: msimeki@mincreative.co.za

Dear Sir/Madam

INSTRUCTION LETTER: RFQ. NO: A054-RFQ7 - PROVISION OF COMMUNICATIONS AND MARKETING FOR THE PROVISION OF SPECIALIZED SERVICES IN THE FIELD OF COMMUNICATIONS FOR A PERIOD OF THREE YEARS (GRAPHIC DESIGNER)

This letter serves to inform you that **MIN CREATIVE CO (PTY) LTD** has been awarded for the above-mentioned bid.

The details of this allocation are as follows:

Bid: A054 -2020/21 -RFQ.07

Duration: 3 Months

ITEM NO.	DESCRIPTION	QUANTITY (PER UNIT)
1	Graphic Designer to design digital posters, digital flyers and digital notices for the municipal social media platforms, as and when the need arises. The Communications department will provide the service provider with the content for the posters, flyers, and notices.	R1 400
2	Design and print 3m x 3m size wall banners and must include the Newcastle Municipality logo/emblem	R5 500
3	Design and print 850 x2m size executive pull-up banners and must include Newcastle Municipality logo/emblem.	R2 500

4	Design and print 3m high outdoor teardrop banners and must include the Newcastle Municipality logo/emblem.	R2 500
5	Design and print 3m x 3m size gazebos and must include the Newcastle Municipality logo/emblem.	R11 500
6	Design and print sided rectangular table size tablecloths and must include the Newcastle Municipality logo/emblem	R2 500
7	Double layer strong waterproof and windproof holding umbrella with crook handle, 102cm length + 130cm width in size and must include the Newcastle Municipality logo/emblem	R600
8	Design and print outdoor flag branded with the Newcastle Municipality logo/emblem, 180m x 120m in size. Design and print indoor flag branded with the Newcastle Municipality logo/emblem with stand /pole, 180m x 120m in size	R3 000 R3 500
9	Design and print outdoor South African flag, 180m x 120m in size. Design and print indoor South African flag with stand/pole, 180m x 120m in size.	R3 000 R3 500
10	Design and print A4 Executive padded leather diaries with Newcastle Municipality logo/emblem embedded on the front cover and 8 full colour pages details printed into diary	R1 250
11	Design and print A1 full colour calendars with Newcastle Municipality logo/emblem and pictures of the Mayor, Deputy Mayor, and Speaker.	R1 000
12	Design and print A4 full colour corporate folders	R1 250
	Sub-Total	R43 000
	Value Added Tax at 15%	R6 450
	Tender Closing Amount	R49 450.00

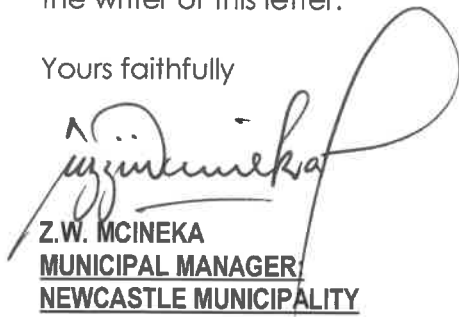
Notwithstanding the above, kindly note the following:

1. Payments due to you will only be made once all contractual documentation are in order which document may include, but not limited to, the provision of guarantees, insurances, signing of the service level agreement, etc.
2. There is no commitment from the Municipality to allocate work in relation to this award as service providers from the approved list will be allocated work as and when work become available.

3. Payments due to you will only be made once all contractual documentation are in order which document may include, but not limited to, the provision of guarantees, insurances, signing of the service level agreement, etc.
4. Payments will only be made following the submission of an invoice for services rendered or goods delivered. Such invoice must be submitted to scm@newcastle.gov.za or delivered by hand to the Supply Chain Management Unit, Office B218, 2nd floor, Newcastle Civic Centre, Tower block, Newcastle Municipality.
5. Where practical, the goods or services must be supplied only on receipt of the purchase order and reference number for such purchase order must be quoted in the invoice for the resultant delivery. All requests for delivery of goods or services without a purchase order must only be delivered on approval by the Director: Supply Chain Management.

We look forward to you making necessary arrangements to sign the contract (MBD 7) by contacting the writer of this letter.

Yours faithfully



Z.W. MCINEKA
MUNICIPAL MANAGER
NEWCASTLE MUNICIPALITY

DATE

29 / 08 / 2022