

## **REQUEST FOR QUOTATIONS: APPOINTMENT OF THE SERVICE PROVIDER TO PRINT AND SUPPLY BUSINESS CARD FOR CEO'S OFFICE.**

The Council for the Built Environment (CBE) wishes to invite Quotations from Prospective bidders for the Appointment of the Service Provider to print and supply Business Card for CEO's Office as per the attached Specification document.

### Bidders to note the following:

- The SCM Requirements document for a detailed breakdown of the CBE's evaluation process and important conditions.
- The Specification document.
- *CBE CI Manual document (Page 16) for full specification for business cards required.*

### **SUBMISSION OF QUOTATIONS.**

- All Quotations with the required accompanying documentation must be submitted to both [Sthembile@cbe.org.za](mailto:Sthembile@cbe.org.za) and [Afika@cbe.org.za](mailto:Afika@cbe.org.za) not later than the closing date and time. Bidders must please note that the CBE server can receive files to a maximum size limit of 150mb (inclusive of message content and attachment). Should files exceed this size limit, bidders may either send their files in separate emails or alternatively compress the files and submit.
- The closing date for submission of Quotations is **05 May 2023 at 11:00 AM**

**No** late responses will be accepted.

The CBE looks forward to your responses.

.....