

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.

1. Background

The purpose of this procurement is to source a service provider to supply and print business cards for the CEO's Office.

2. Specification

- The full specification is on the attached CBE CI Manual for stationery on page 16.
- Business cards are for 2 individuals (Dr Msizi Myeza & Ms Nosizwe Mokoena) as per the below details.
- 200 x Brailled business cards for Dr Myeza
- 100 x Normal print for Ms Nosizwe Mokoena

Service providers must follow the CI manual for Stationery attached for the CBE colours etc.(Page 16)

The business cards must be inclusive of the below information with the quantity of 200

Business Cards for Dr Msizi ka Myeza and 100 Business Cards for Ms. Nosizwe Mokoena.

- **Dr Msizi ka Myeza (Pr. Pln)x -200**
- **NDip TRP (M.L Sultan Tech); BSc TRP (Honours)(Wits);MSc Dev Planning (Wits); PhD (UJ)**
- **Chief Executive Officer**

- **Council for Built Environment**
- **Tel: +27 12 346 3985**
- **Cell: +27 72 985 9800**
- **Email : msizi@cbe.org.za**
- **Web: www.cbe.org.za**
- **Physical Address: 2nd Floor, Lourie Place, Hillcrest Office Park, Hillcrest Boulevard, 179 Lunnon Road, Hillcrest, Pretoria**
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- **Ms. Nosizwe Mokoena x100**
- **Strategic Support and Engagement Specialist**
- **Office of the Chief Executive Officer**
- **Tel : +27 12 346 3985**
- **Cell: +27 78 415 9211**
- **Email : nosizwe@cbe.org.za**
- **Web: www.cbe.org.za**
- **Physical Address: 2nd Floor, Lourie Place, Hillcrest Office Park, Hillcrest Boulevard, 179 Lunnon Road, Hillcrest, Pretoria**

SUBMISSION OF QUOTATIONS

- All Quotations with the required accompanying documentation must be submitted to both Sthembile@cbe.org.za and 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 and supporting documents required is **05 March 2023 at 11:00 AM.**

The CBE looks forward to your responses.

No late responses will be accepted.