

## **REQUEST FOR QUOTATIONS: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL A PHOTO FRAME OF THE CBE'S SIXTH-TERM COUNCIL**

The Council for the Built Environment (CBE) wishes to invite Quotations from Prospective bidders for the Appointment of a service provider to Supply and Install a Photo Frame of the CBE's sixth-term council as per the attached Specification document.

### **Background & Description**

The CBE seeks to Appoint a service provider to supply and install a photo frame of the Sixth Term council at the CBE office.

### **1. MAIN OBJECTIVE OF THIS PROJECT**

The CBE seeks a service provider to supply and install a photo frame of its newly appointed Sixth Term Council at the office. Photo frames of the First to Fifth Term Councils are already mounted; hence the frame and design of this frame for the Sixth Term Council must be the same as those.

### **Specification**

Interested service providers are required to visit the CBE Office to view the existing frames to ensure their quote is for a frame that fits in with the existing frames i.r.o. size, quality, and design.

***Bidders must meet the following minimum Specification. Failure to meet any of these requirements shall result in the disqualification of your Quotation.***

### **Requirements:**

- (i)** Provide a wooden, black (matte) photo frame to accommodate 26 head and shoulder photographs of Council Members.
- (ii)** Printing and inserting the available photos of Council Members, leaving the remainder blank, to be filled in at a later stage.
- (iii)** Captioning of each photo as per the current sample
- (iv)** Install the frame at the CBE Office.

### **1. Project Timeframe**

The appointed service provider is expected to complete the project no later than three (3) months from the date of appointment.

### **2. 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 and supporting documents required is **25 March 2023 at 11:00 AM.**

The CBE looks forward to your responses.

**No** late responses will be accepted.