

## REQUEST FOR QUOTATIONS: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY THE CBE WITH CORPORATE PROMOTIONAL ITEMS

Dear Bidders

The Council for the Built Environment (CBE) wishes to invite Quotations from Prospective bidders for appointment of a service provider to supply the CBE with corporate promotional items as per the attached Terms of Reference (TOR) document.

**Bidders to note the following:**

- The Terms Of Reference (TOR) for a detailed breakdown of the CBE's evaluation process and important conditions.
- Our New address below.

### **SUBMISSION OF QUOTATIONS.**

- All Quotations with the required accompanying documentation must be submitted **electronically** 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.
- BBBEE Certificates/ Sworn affidavits must be submitted **physically** in our bid box at 2nd Floor, Lourie Place, Hillcrest Office Park, Hillcrest Boulevard, 179 Lunnon Road, Hillcrest, Pretoria as they must be Original/ Originally certified copies. (Not later than the closing date and time). Note that if the Service Provider fail to submit the BBBEE certificate/Sworn affidavit their quotation will still be evaluated without allocation of points thereof.( Couriered Certificates /Affidavits are allowed )

The closing date for submission of Quotations is **22 November 2023 at 11:00 AM**

**No** late responses will be accepted.

The CBE looks forward to your responses.