



ANGLO INYOSI COAL COMMUNITY TRUST

Subject: Request for Quotation (RFQ) – For Suggestion Boxes

The Anglo Inyosi Coal Community Trust (AICCT) is pleased to invite qualified vendors to submit a quotation for the supply of suggestion boxes. These boxes will be used to collect proposals from the community.

Specifications:

Type of Suggestion Box:

- Standard boxes staple lock. 500mm x 500mm
- However, quotes for freestanding boxes will also be considered.

Material and Durability:

- Suggestion boxes should be weatherproof and secure for outdoor use.

Size and Capacity:

- The boxes should be large enough to hold a variety of proposal sizes comfortably. A standard A4 size document should fit easily.

Security Features:

- The boxes must be lockable with a secure lock to prevent tampering and protect submitted proposals.
- A key retrieval system should be included, specifying how many keys will be provided.

Accessibility:

- If possible, the suggestion boxes should be easily accessible to people of all abilities. Consider including features such as Braille labels or easy-grip openings.



Branding:

- The AICCT logo should be prominently displayed on each suggestion box.
- Please specify any branding requirements in your quotation, including the format and placement of the logo.

Quotes should include the following information:

- Vendor name and contact information
- Pricing for the suggestion boxes, including any applicable taxes or delivery fees
- Detailed description of the boxes being offered, including materials, dimensions, and security features
- Lead time for delivery
- Warranty information

Evaluation Criteria:

The AICCT will evaluate quotations based on the following criteria:

- Price
- Features and quality of the suggestion boxes
- Durability and suitability for outdoor use
- Vendor reputation and experience
- Warranty terms

Submission Requirements:

Quotes should be submitted via email to ltumeleng.khoza@muluma.co.za no later than 7th June 2024, with the subject line "RFQ Submission: For Suggestion Boxes"

We appreciate your interest in contributing to this. Should you require any clarifications or additional information, please do not hesitate to contact us at (012) 943 0626.

Thank you for your attention to this request. We eagerly await your quotation.

Sincerely,

AICCT.