



GOVERNANCE City Administration Unit

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Our Ref : 1A-39580

Enquiries: Raj Chetty **Telephone:** 031 311 2150

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Date : 25/07/2018

Dear Sir/Madam

TO MAINTAIN; REPAIR AND SERVICE VARIOUS PRINTING MACHINES

Please Note the Following Requirements

1. Sealed quotes must be dropped off in the Quotation Box at Corporate Procurement Building, Archie Gumede Place; Old Fort Municipal Complex. Envelopes must be clearly marked with Enquiry Reference. Outside KZN companies must make attempts to courier the documents to Raj Chetty
2. Valid Tax Clearance must accompany quotes. Quotes must state lead time, availability and contact details(name, telephone number)
3. Quotes will only be accepted from suppliers who are registered on the eThekweni Municipality Database, or be in a position to do so within closing date of this Request For Quotation
4. A compulsory briefing session to be held on Friday 03 August 2018 at 10:00-11:00 at Printing Department , City Hall Basement(West Street Entrance)
5. Closing date Wednesday: 08 August 2018 at 11:00
6. For **General** and **Technical Enquiries** please contact Raj Chetty & Mthetheleli Mgobhozi at Printing Department on 031 311 2150 / 2156
7. **NB. LETTER OF EXPERIENCE TO BE INCLUDED**

Yours Faithfully

FOR MANAGER AT PRINTING DEPARTMENT

R. Chetty

TO MAINTAIN; REPAIR AND SERVICE VARIOUS PRINTING MACHINES:

- **OLIVER SAKURAI 272 EII**
 - **MORGANA ROTARY NUMBERING & PERFORATING FSN II**
 - **HEIDELBERG K.O.R.**
 - **BESTY 1800A WD OFFSET PRESS**
 - **VACUUM EXPOSURE FRAME QL 2000**
 - **GRAFOLUX PLATE MASTER**
 - **RYOBI 500 NNP OFFSET PRESS**
 - **NAYKO SHRINK-WRAPPING MACHINE**
 - **EUROCUTTER 1160 MONITOR AD**
 - **DUPLO SYSTEM 5000 COLLATOR**
 - **MORGANA AUTO CREASER PRO50**
 - **EURO FOLD**
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- Check Impression
 - Check Spin on Ink duct
 - Damper Rollers to be covered and set pressure
 - Faulty electrical on/off switch
 - Set timing of the delivery grippers
 - Bearing to be changed on damper rollers
 - Change belt on fly wheel
 - Motor needs service
 - Clean and service paper dust filters
 - Replace bulb and service machine plate burner
 - Replace belts on carriage - Oliver
 - Check and Reset back gauge on Euro cutter
 - Full Service on all machines
 - Must Include fully landed price and insurance covered by the supplier
 - Quotes to also include costs for electrical, electronic, mechanical and pneumatic applications
 - Compulsory site meeting

Regards

R. (R. CHENY)