

FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 009/2018-19

Date: 27 July 2018

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

PROCUREMENT OF AN ACCREDITED SERVICE PROVIDER TO TRAIN 14 DELEGATES (OFFICE ADMIN COURSE)

SPECIFICATIONS

Accredited Service Provider with **NQF Level 4**, relevant unite standards, Method of delivery to suit our environment, and good service record (**The Service Provider must submit 1 or more contactable references of work done before**).

Note: The Service Provider must provide his/her own learning materials.

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 02nd August 2018 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, NOT LONGER THAN 10 WORKING DAYS AFTER ORDER.
- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate must be furnished.
- Copy of company registration reflecting equity owned by the members and status.
- BBBEE VERIFICATION CERTIFICATE
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.
- Central Supplier Database (CSD) registration number/summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

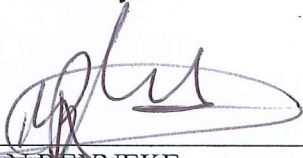
❖ PRICE	80
❖ BBBEE Status	20

*PROSPECTIVE BIDDERS WHO WISH TO
CLAIM THIS POINTS ARE REQUESTED TO
ATTACH THEIR **BBBEE** RATING CERTIFICATE.*

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R40.00 per copy.

Yours Faithfully



JOHAN REYNEKE

MANAGER FINANCIAL OPERATION