



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 008/ 2017-18**

Date: 18 August 2017

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.

### **REQUEST OF A SERVICE PROVIDER TO PROVIDE QUOTATION FOR WOMEN UNITED IN MOVING SOUTH AFRICA FORWARD EVENT**

DELIVERABLES AS PER ATTACHED SPECIFICATION:- Catering Lunch for 350 people:- 2 Meats; 2 starch; 1 salad; 1 veg and a soft drink  
Decoration:- 240 Chairs with chair covers  
White Couches for a panel of 10 with two side tables  
23 Round tables and 5 square tables with table cloths and center pieces(theme black and white with a touch of yellow)

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Thursday, 24<sup>th</sup> August 2017 on or before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

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The following condition 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, **that is no later than ten (10) working days after issuing an order.**
- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate/Tax Clearance Pin must be furnished.
- Copy of company registration reflecting equity owned by the members and status be In Business(CIPC)
- **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
❖ PROSPECTIVE BIDDERS WHO WISH TO CLAIM THIS POINTS ARE REQUESTED TO ATTACH THEIR <b>BBBEE</b> RATING CERTIFICATE.	20

Failure to comply with these conditions may invalidate your offer.

**NB: Forms for claiming preferential points are available from procurement offices at a cost of R40.00 per copy.**

Yours Faithfully

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GCOBANI MASHIYI  
CHIEF FINANCIAL OFFICER

