



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 075/ 2018-19**

Date: 12 April 2019

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 AN EVENT MANAGEMENT TO PROVIDE SERVICE ON LESBIAN, GAY, BISEXUAL, TRANSGENDER AND INTERSEX (LGBTI) SEMINAR**

#### **DELIVERABLES/SPECIFICATIONS**

1. ROUND TABLES SETUP FOR 100 PEOPLE
2. MOTIVATIONAL SPEAKER
3. APPRECIATION PACKAGE
4. P .A. SYSTEM
5. REFRESHMENTS/CATERING  
LUNCH:- Rice, 2vegetables, 2 Salads and beef stew

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Thursday, the 18<sup>th</sup> April 2019 on or before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

---

---

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

---

JOHAN REYNEKE  
MANAGER FINANCIAL OPERATIONS