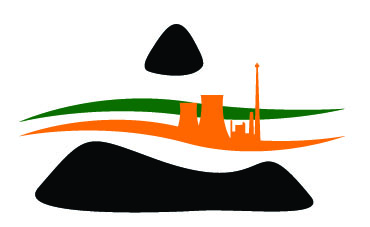
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**FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 042/ 2017-18**

Date: 16 April 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.

**RE- ADVERTISEMENT: REQUEST FOR QUOTATION FOR TRAINING IN TOURISM CUSTOMER FIRST**

|  |
| --- |
| SPECIFICATIONS/TERMS OF REFERENCE AS PER ATTACHED LIST |

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Monday, the 23rd April 2018 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 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 **BBBEE** 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