



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 036/ 2020-21

Date: 19 November 2020

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 EVENT MANAGEMENT COMPANY TO HOST SPEAKER'S CAMPAIGN: PUBLIC PARTICIPATION

See attached specifications:-

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Wednesday, the 25th November 2020 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 your 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

Me NOZUKO MDAKA
CHIEF FINANCIAL OFFICER