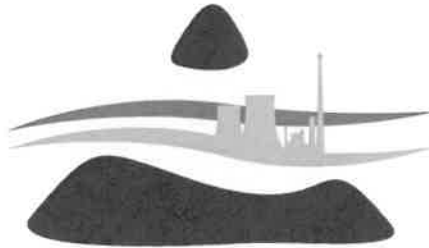


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 037/2023-24

SUPPLY AND DELIVERY OF School Shoes(UNISEX)

CLOSING DATE 16 NOVEMBER 2023 @ 12:00PM

PREPARED FOR/BY:

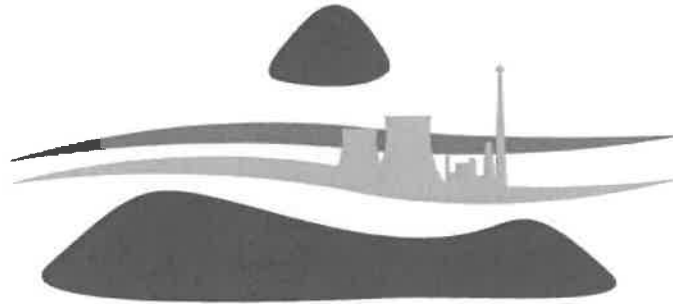
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 037/2023-24

Date: 10 January 2024

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.

SUPPLY AND DELIVERY OF School Shoes (UNISEX)

SPECIFICATIONS

Kindly refer to the attached specification

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 16 January 2024 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.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.**
- For all transaction tax Clearance certificate must be attached.
- The service provider **MUST** complete the following MBDs form (4, 6.1 and 8) failure to complete those forms will led to disqualification.

- Copy of company registration reflecting equity owned by the members and status.
- ALL service providers are requested to submit a Valid BBBEE VERIFICATION CERTIFICATE together with quotation to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 and adopted by council on the 28 February 2023
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ SPECIAL GOALS	20
Special Goals	Points Allocation
Youth 50% owned or more (provide shareholders certificate or ID copy)	5
Women 50% owned or more (provide shareholders certificate)	5
Locality (within Fezile Dabi District Municipality, proof of address)	10

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 R50.00 per copy, **bidders are welcome to request the bid document from SCM unit to be email for free.**

Yours Faithfully



 G.A. Mgcina
 CHIEF FINANCIAL OFFICER

MEMO

TO: Chief Financial Office Mr A. Mgcina	FROM: L Sefadi Acting Manager in the office of the Executive Mayor
CC:	DATE 04 January 2024

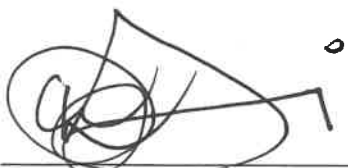
RE: DONATION OF FOOD PARCELS

This memo serves to inform the CFO that, the office of the Executive Mayor, Cllr D. Khasudi will be donating food parcels to 55 indigent families in Steynsrus.

We therefore request the following food parcels:

- 2l cooking oil
- 800g smooth jam
- 300g x 2 corned meat
- 400g x 2 canned fish
- 410g baked beans
- 400g peanut butter
- 750g mayonnaise
- 100g rooibos tea bags
- 250g tea bags
- 50g soup packet
- 10g instant yeast
- 2kg brown sugar
- 2,5kg white sugar
- 10kg rice
- 10kg flour
- 10kg maize meal

I hope you find the above in good order.



L Sefadi
A/Manager – Office of the
Executive Mayor