



## REQUEST FOR FORMAL WRITTEN QUOTATION

DATE: 22 AUGUST 2013

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	Nkosi Ncanyana – 032 437 9535
ADMINISTRATIVE ENQUIRIES	Ms Z Mthembu – 032 551 8753
REFERENCE	CS/24130/2013
CLOSING DATE & TIME	28 AUGUST 2013--15H00

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS BY 28 AUGUST 2013 – 15H00

Kindly submit (on your company letterhead); a written price quotation for the supply of the following:-

ITEM NO.	QUANTITY	DESCRIPTION
	64PEOPLE	REQUEST FOR CONFERENCE VENUE AROUND IDM JURISDICTIONS. FULL DAY CONFERENCE INCLUDING LUNCH, DATA PROJECTOR, SOFT DRINKS AND WATER. TWO CONFERENCE VENUES FROM 02-06 SEPTEMBER 2013 TO ACCOMMODATE 32 PEOPLE PER VENUE.

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWADUKUZA** by no later than the closing date and time where they will be opened in public.

Only prospective bidders registered in the Municipal's List of Accredited Suppliers or those meeting the listing criteria will be considered. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Price(s) quoted must include delivery costs.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, 2011 Pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.
- Prospective vendors must attach all required documentation e.g. Tax Clearance Certificate and BBBEE Certificate.

**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

Failure to comply with these conditions will invalidate your offer.

Ilembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

**M MADLALA**

**MUNICIPAL MANAGER**