



## REQUEST FOR FORMAL WRITTEN QUOTATION

**CLOSING DATE: 12 November 2021 @ 12h00**

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	Zee Nqala---032 437 9405 zee.nqala@ilembe.gov.za Nduduzo Zungu 032 437 9421 nduduzo.zungu@ilembe.gov.za
ADMINISTRATIVE ENQUIRIES	Nomusa Gumede---032 5518751
REFERENCE	CS/18027/2021
DATE OF ISSUE	05 November 2021.

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

ITEM NO.	QUANTITY	DESCRIPTION
1.	1500	<p>CATERING SERVICE FOR 1500 PEOPLE ATTENDING ILEMBE DISTRICT COUNCIL INUAGURATION.</p> <p><b>MENU:</b>            ¼ Chicken            2 Buttered Rolls            1 Fruit            100 % Canned Fruit Juice</p> <p><b>DATE: 23 NOVEMBER 2021</b>  <b>VENUE: NOMBIKA SPORT GROUND.</b></p> <p><i>Service provider is expected to submit quotation with the following document</i></p> <ul style="list-style-type: none"> <li>○ <i>Environmental Health Certificate</i></li> </ul> <p><b>NB: THE QUOTATION MUST INDICATE THE UNIT PRICE PER PACK. IT OUR INTENTION TO APPOINT MORE THAN ONE (1) SERVICE PROVIDER TO RENDER THE SERVICE REQUIRED TO ENSURE THAT OPPORTUNITIES ARE GIVEN TO MORE THAN ONE (1) SERVICE PROVIDER. ALL THIS WILL BE SUBJECTED TO MARKET RELATED RATES AND APPLICABLE RATE WILL BE NEGOTIATED.</b></p>

All bidders must PLEASE ensure that they have a clear knowledge of what they are quoting for.

The awarding of this contract will be subject to the application of the objective criteria as stated in Section 2(1)(f) of the PPPFA (Act 5 of 2000), as such, the Municipality will give first preference to service provider's residing within I Lembe District Jurisdiction and this will be verified.

### MANDATORY PRE-QUALIFICATION CRITERIA

Procurement will be done in accordance with the Preferential Procurement Regulations 2017 and Regulation 4 will be applicable in this request for quotations. Entities that do not meet the pre-qualification criteria below will be disqualified and will not be considered further in the evaluation process: -

1. Bidder/s (including a Joint Venture entity) must have a level 1 or 2 B-BBEE Status Level Verification Certificate issued by an accredited person/entity or a sworn affidavit where applicable like EMEs.
2. Bidder/s including a JV entity must be an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.

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, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. 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 offer.
- Price(s) quoted must be firm and inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and 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 2017, pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6. 1 (**also available on [www.ilembe.gov.za](http://www.ilembe.gov.za)**) must be scrutinized, completed and submitted together with your quotation.
- Bidders are requested to complete MBD 6.2 and Annexure C for all items that are subject to the Local Production and Content for designated sectors (e.g. Textile and Clothing, Buses, Valve Products and Actuators etc.) as guided by National Treasury and Department of Trade and Industry (designated sectors for local content).
- Notwithstanding the need to advance socio economic transformation objectives, the Municipality reserves the right to ensure value for money and cost effectiveness by conducting negotiations of the final prices so that they are market related.
- Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to [www.csd.gov.za](http://www.csd.gov.za) and get themselves registered.
- The tax clearance information (including unique SARS PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be notified and given 7 working days to resolve their matters with SARS.
- Certified copy of BBBEE Certificated or Sworn Affidavit must be supplied together with quotation.

**NB: No quotations will be considered from persons in the service of the state'**

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.

**NG KUMALO**  
**MUNICIPAL MANAGER**

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