



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 002 / 2012-13.

Date: 16 July 2012

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.

APPOINTMENT OF A TRAINING PROVIDER:

“Computer course”

- ❖ Eighteen (18) people (councillors) to receive training
- ❖ Training provider must be fully accredited and registered with SETA.
- ❖ Program must have credits aligned to NQF requirements – (NQF level 4).
- ❖ Duration of course should be at-least two (2) days per module.

Modules to be provided:

- I. Introduction to computer
- II. Micro- soft word
- III. Micro-soft outlook

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Tuesday 24 July 2012 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 must be furnished.
- Copy of company registration reflecting equity owned by the members.
- Copy of Doctors medical certificate confirmation in case of claiming disability points.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

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| ❖ PRICE | 80 |
| ❖ 20 POINTS: PREFERENCE WILL BE GIVEN TO RESPONDENTS BASED ON THEIR BBBEE STATUS. | |

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

DR. M.M.V. MONGAKE
MUNICIPAL MANAGER