



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 028/ 2012-13.

Date: 08 October 2012

Dear: Service provider

Request for Formal Written Quotation

DESIGN AND PRINT OF EDUCATIONAL AWARENESS MATERIAL, BOOKLETS AND PHAMPHLETS

SPECIFICATIONS: SEE ATTACHED LIST

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than 15 October 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.
- 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.
- Only locally produced goods, services or works locally manufactured goods with a stipulated minimum threshold for local production and content will be considered.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

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| ❖ 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

GCOBANI MASHIYI
CHIEF FINANCIAL OFFICER