



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 043 / 2012-13.**

Date: 21 November 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 SERVICE PROVIDER TO CONDUCT A WORKSHOP ON PROCESS TO BE FOLLOWED IN AWARDING OF COMMUNITY AWARDS PRIZES.**

#### **Community Awards Workshop - Specifications:**

Proposed Date: Friday, 30<sup>th</sup> November 2012

Venue: Mimosa Gardens in Parys.

- No. of candidates: 500
- Catering: breakfast – sandwiches and cakes served with teas and drink  
Lunch – Rice, stew and chicken, 1 salad, 1 vegetable and 100% juice.
- P.A. System – podium microphone and two (2) roving microphones
- Video recording
- Photography

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Wednesday 28 November 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:**

- ❖ 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

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GCOBANI MASHIYI  
CHIEF FINANCIAL OFFICER