



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 048/2012-13

Date: 29 January 2013

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.

REQUEST FOR SERVICE PROVIDER TO GRADE NEW ACCOMMODATION ESTABLISHMENTS

TERMS OF REFERENCE

- **Conduct assessment of selected accommodation establishment**
- **Coaching the product owners before actual assessment**
- **Facilitate the grading process**
- **Registration of graded facilities in the TGCSA database**
- **Enlist the facilities in the TGCSA magazine**
- **Facilitate grading plagues for each graded product**
- **Provide a full assessment report for each product**

REQUIREMENTS

- **A service provider must be a fully accredited assessor for Tourism Grading Council of SA(certificate or evidence to be provided)**
- **Rate card to accompany the bid document**
- **Business plan for grading process be provided.**

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 07th February 2013 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions 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, NOT LONGER THAN 10 WORKING DAYS AFTER 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.
- No payments will be made to companies other than the one appointed to render this service/provide the goods.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ BBBEE Status	20

*PROSPECTIVE BIDDERS WHO WISH TO
CLAIM THIS POINTS ARE REQUESTED TO
ATTACH THEIR **BBBEE** RATING CERTIFICATE.*

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R40.00 per copy.

Yours Faithfully

GCOBANI MASHIYI
CHIEF FINANCIAL OFFICER