



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 091/ 2012-13

Date: 12 April 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 PROMOTIONAL MATERIAL

1. Telescopic banners quantity 6. 3m x 620 mm
2. X Frame 6, 1600mm x 600m
3. Pop up screens 4, 600 x 400mm
4. Roll up screens 4, 2m x 1.5m
5. Wall banners 2, 3m x 2,250m
6. Sharkfin banners 4, 3m x 340mm
7. Branded gazebos 3, 3 x 3m

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Friday the 19th April 2013 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.

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