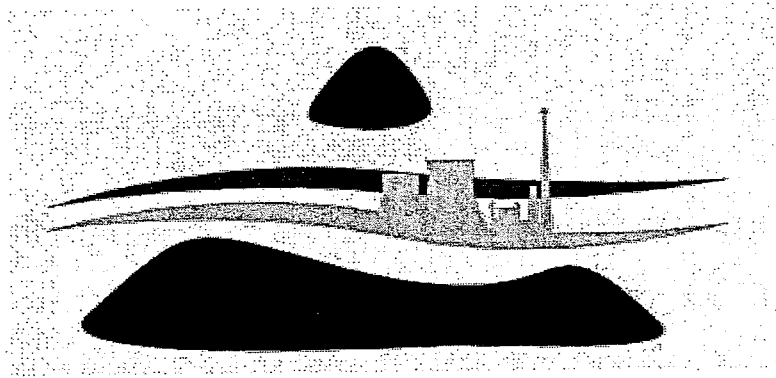




FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 118/ 2012-13

Date: 15 May 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 PROCUREMENT OF EVENT MANAGEMENT

- FIND THE ATTECHED

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Wednesday the 22nd May 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.

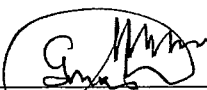
POINTS ALLOCATION FOR 80/20 PRINCIPLE:

- ❖ 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

The specifications:

Production:

Stage lighting.
P.A. System.
Podium microphone.
Roving microphones.
Projector.
A.V. System.
DVD footage.
Photography.

Summit branded material:

Folders.
Pens.
Note pads.

Speakers:

Professional Facilitator.
4 x Experienced speakers.

Catering:

X 200 delegates:
Buffet lunch.
Afternoon tea.