



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 055/2014-15

Date: 27 January 2015

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 A SERVICE PROVIDER TO CONDUCT SUMMIT FOR CDW'S. 80 DELEGATES

TERMS OF REFERENCE/SPECIFICATIONS IN THE BID DOCUMENT
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The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Tuesday, the 03rd February 2015 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.
- Municipal rates and taxes information in the bid document must be duly completed by your Local Municipality or your Landlord.
- BBBEE Verification certificate must be attached.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ BBBEE Status	20
<i>PROSPECTIVE BIDDERS WHO WISH TO CLAIM THIS POINTS ARE REQUESTED TO ATTACH THEIR BBBEE RATING CERTIFICATE.</i>	

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