

FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM.NO 002/2011-12

Date: 07 July 2011

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation/proposal for the procurement of catering company for gala dinner in Edenville (Ngwathe) for the inauguration of the Honourable Executive Mayor.

PROCUREMENT OF CATERING COMPANY FOR GALA DINNER FOR INAUGURATION OF THE HONOURABLE EXECUTIVE MAYOR

- **SPECIFICATIONS:-**

- 300 People Starter and Main Course.

STARTER MENU

- Peri-peri chicken livers
- With a roll

MAIN COURSE MENU

- Rice / Samp
- 2 salads
- 2 vegetables
- Meat: Lamb chop + chicken
- Drink/Coffee and Tea

- **Preference will be given to companies that conduct their businesses in Ngwathe Local Municipality.**

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 14 July 2011 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
- 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.
- **Municipal Rates and Taxes** information in the bid document must be duly completed.
- 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
❖ PDI (Previous Disadvantage Individual)	10
❖ WOMEN	02
❖ YOUTH	02
❖ SMME – EMERGING BUSINESS	03
❖ LOCAL CONTENT	03

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 cost of R40.00 per copy.

MR ME MOHLAHLA
CHIEF FINANCIAL OFFICER