



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 033 / 2011-12.**

Date: 14 November 2011

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.

### **SUPPLY AND DELIVERY OF WORK-STATION FURNITURE:**

**NB: See attached page 003 to the document for detailed specifications**

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Tuesday 22 November 2011 on or before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

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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 not 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.
- 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.

**POINTS ALLOCATION FOR 80/20 PRINCIPLE:**

❖ PRICE	80
❖ PDI (Previous Disadvantage Individual)	8
❖ WOMAN	3
❖ YOUTH	3
❖ SMME – EMERGING BUSINESS	2
❖ LOCAL CONTENT	4

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

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M.M.V MONGAKE  
MUNICIPAL MANAGER