



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 059 / 2011-12.

Date: 27 February 2012

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.

APPOINTMENT OF A SERVICE PROVIDER FOR THE COLLATION OF INTEGRATED DEVELOPMENT PLAN (IDP): FEZILE DABI DISTRICT MUNICIPALITY.

For detailed requirements and terms of reference see the attached memorandum.

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Tuesday 06 March 2012 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.
- 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

Functionality:

In-depth knowledge of the processes of IDP	10
Experience	10
Knowledge of interpretation of statistics	10

❖ 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

DR. M.M.V. MONGAKE
MUNICIPAL MANAGER

