



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: FDDM 063/2011-12**

Date: 09 March 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.

### **PROCUREMENT OF SERVICE PROVIDER TO TRAIN 15 DELEGATES WHO WILL BE ATTENDING COMMUNICATION COURSE.**

#### **SPECIFICATIONS**

- **Accredited Provider**
- **NQF Level 4**
- **Duration – two days**

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 15<sup>th</sup> of March 2012 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

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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.

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

❖ PRICE	80
❖ BBBEE Status	20

*PROSPECTIVE BIDDERS WHO WISH TO  
CLAIM THIS POINTS ARE REQUESTED TO  
ATTACH THEIR **BBBEE** RATING CERTIFICATE.*

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

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M. MONGAKE  
MUNICIPAL MANAGER