

# Elias Motsoaledi Local Municipality



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Supply Chain Unit  
Procurement

**Our Ref:**  
**Ons Verw:**

**PROCUREMENT**

**Correspond with the Municipal Manager**  
**Korrespondeer met die Munisipale**

11 APRIL 2016

## INVITATION TO QUOTE (11/04/2016)

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items. The price must indicate vat as well as delivery (where applicable)  
In terms of Section 19(b) of Elias Motsoaledi Local Municipality's Supply Chain Policy

ITEM	DESCRIPTION OF SERVICE	QUANTITY
1	<ul style="list-style-type: none"> <li>• Accomodation for 4 officials: Port Elizabeth, boardwalk Casino and Hotel (Dinner, Bed &amp; Breakfast with 2 soft drinks per person).                             <ul style="list-style-type: none"> <li>- Check in 18/05/2016 – Out 20/04/2016 ( 2 nights)</li> </ul> </li> <li>• Return Flight tickets for 4 officials ( SAA) From JHB – PE                             <ul style="list-style-type: none"> <li>- Departure 18/05/2016 – time 13:00</li> <li>- Return 20/05/2016 - time 17:00</li> </ul> </li> <li>• Car hire for 4 officials ( from the 18-20/05/2016)</li> </ul>	4

Quotations must be deposited in a box marked "3" not later than **20 April 2016 at 09:00** faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (**SCM UNIT**) at 013 262 3056.

## EVALUATION CRITERION (80/20)

### Minimum requirements

- Original Valid tax clearance certificate
- Certified and valid company registration certificate
- Certified copy of ASATA/AITA accreditation certificate
- Certified copy of BBB-EE certificate or a certified sworn affidavit from accountants or auditors (**failure to submit BBB-EE certificate or a sworn affidavit; no points will be allocated, but will be evaluated further**)
- Fully completed MBD 4,8 and 9 forms
- Proof of municipal rates and taxes or municipal service charges not owed by your company or any of the directors not in arrears for more than three months. Proof of residence where applicable

### General Notes

- The council is not bound to accept the lowest quotation and the council reserve the right to appoint partially or wholly or not to appoint at all

R.M. MAREDI  
MUNICIPAL MANAGER

12 MAR 2016

Municipal Manager