

# Elias Motsoaledi Local Municipality



P.O. Box 48  
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9  
Fax: (013) 262 2893

Supply Chain Unit  
Procurement

Our Ref:  
Ons Verw:

PROCUREMENT

Correspond with the Municipal Manager  
Korrespondeer met die Munisipale

13 September 2016

## INVITATION TO QUOTE (13/09/2016)

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

### ACCOMODATION FOR 3 OFFICIALS

ITEM	DESCRIPTION OF SERVICE	QUANTITY
1	<ul style="list-style-type: none"><li>• Accommodation for 3 Officials: Premier Hotel East London ICC (Dinner, Bed &amp; Breakfast with 2 soft drinks per person).<ul style="list-style-type: none"><li>- Check in 25 October 2016( 3 nights)</li><li>- Check out 28 October 2016</li></ul></li><li>• Flight ( SAA): Johannesburg to East London ( return)<ul style="list-style-type: none"><li>- Depart : 25 October 2016 at 13:00</li><li>- Return: 28 October 2016 at 17:00</li></ul></li><li>• Car rental for 3 officials<ul style="list-style-type: none"><li>- From the 25 – 28 October 2016</li></ul></li></ul>	3

Quotations must be deposited in a box marked "6" not later than **20 September 2016 at 10:00** 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

- Central Supplier Database Registration Summary Report
- Copy of valid tax clearance certificate
- 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