

# Elias Motsoaledi Local Municipality



P.O. Box 48  
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9  
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Supply Chain Unit  
Procurement

Our Ref:  
Ons Verw: 12/10/2017

Correspond with the Municipal Manager  
Korrespondeer met die Munisipale Bestuurder

12 October 2017

## INVITATION TO QUOTE (RFQ 12/10/2017)

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

### CONFERENCE

ITEM	DESCRIPTION OF SERVICE	QUANTITY
1	<ul style="list-style-type: none"><li>Conference: Kingdoms Lodge/equivalent (Conference package, Breakfast, PA system, Overhead Projector, two tea breaks, lunch with 1 soft drink per person and 90 X 500ml bottled water) on the 20<sup>th</sup> October 2017.</li></ul>	38

Quotations must be deposited in a box marked "Conference" not later than **18 October 2017 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 Report
- Valid company registration certificate
- Certified copy of BBB-EE certificate, an EME letter from accountants or a sworn affidavit from commissioner of oath (**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 of the company or any of its directors not in arrears for more than three months must be submitted and companies that are located in areas that do not pay municipal rates and taxes a proof from the municipality should be submitted stating that the company is located at the area that does not pay municipal rates and taxes. If leasing, the service provider must attach copy of lease agreement and 3 months statement municipal rates and taxes of the lessor.

#### 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.

Elias Motsoaledi  
Local Municipality

12 OCT 2017

*R.M. MAREDI*

R.M. MAREDI Municipal Manager  
MUNICIPAL MANAGER