

Elias Motsoaledi Local
Municipality



P.O. Box 48
Groblersdal, 0470

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Supply Chain Unit
amotha@emlm.gov.za

Our Ref:
Ons Verw: 01-15/09/15

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

15 SEPTEMBER 2015
Enq. A.MOTHA
Tel: 013 262 3056

INVITATION TO QUOTE

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

ACCOMMODATION AND SHUTTLE BOOKINGS

NO	SPECIFICATION	QUANTITY
1.	ACCOMMODATION AND SHUTTLE BOOKINGS FOR 4 OFFICIALS 4 OFFICIALS ACCOMMODATION BOOKINGS BED,BREAKFAST AND DINNER LIMIT OF R300.00 PER NIGHT CHECK IN:27 SEPTEMBER 2015 CHECK OUT:02 OCTOBERR 2015 SHUTTLE BOOKINGS RETURN SHUTTLE FROM CITYLODGE TO SAGE VIP(PRETORIA) DATE AND TIME IN THE MORNING AND AFTERNOON: DATE :28 SEPTEMBER 2015 TO 02 OCTOBER 2015 TIME : 8:15AM AND 16:00 PM ACCOMMODATION MUST BE AT CITY LODGE IN LYNWOOD.	4

For any queries, please contact **Ms Annah Motha**, telephone (013) 262 3056 - Ext 1032) strictly during office hours)

MINIMUM REQUIREMENTS

1. Written quotations should be deposited in a quotation box next to the switch board clearly marked **ACCOMMODATION AND TRAVELLING BOOKINGS**, not later than **23 SEPTEMBER 2015 @ 10:00.**
2. Certified copy of ASATA/IATA accreditation
3. Original Valid Tax Clearance Certificate must be attached
4. Certified Copy of Company registration document must be attached.
5. Certified Copy of BBBEE Certificate or EME Letter from Accountants or Auditors must be attached(**Failer to submit BBB-EE or EME letter No points will be allocated, but evaluated further**)
6. Fully Completed MBD 4,8 and 9 Forms
7. Proof of municipal rates and taxes or municipal services charges not owed by your company or any of the directors not in arrears for more than three months. Provide proof of residence where applicable.

GENERAL NOTES

The council is not bound to accept the lowest or any quotation and the council reserves the right to appoint partially or wholly or not to appoint at all.


R.M MAREDI
MUNICIPAL MANAGER

Elias Motsoaledi
Municipality
15 SEP 2015
Municipal Manager