

# 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:** 14/12/15

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

01-14/12/2015

## INVITATION TO QUOTE (14/12/15)

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 AND CONFERENCE ROOM IN LOSKOP DAM

ITEM	DESCRIPTION OF GOODS	QTY
1	<ul style="list-style-type: none"> <li>• Accomodation in Loskop Dam for 33 People ( dinner, bed &amp; breakfast with 1 soft drinks)                             <ul style="list-style-type: none"> <li>➤ Check in: 13/01/2016 – Check out: 14/01/2016</li> </ul> </li> <li>• Conference Room for 33 people on the 13/01/2016</li> <li>• Conference Room for 57 people on the 14/01/2016                             <ul style="list-style-type: none"> <li>➤ Conference Room must include conference stationery, 2 tea breaks, 100 x 500ml bottled water per day, flip chart and overhead projector, 3 cord extensions and Lunch with 1 soft drink per person for both the 13 and 14 January 2016.</li> </ul> </li> </ul>	33  33 57

Quotations must be deposited in a box marked "**ACCOMODATION AND CONFERECE ROOM**" not later than **21 DECEMBER 2015 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:

- 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 Certified Sworn Affidavit from Accountants or Auditors (**Failure to submit BBB-EE or sworn affidavit, No points will be allocated, but will be evaluated further.**)
- Fully Completed MBD 4, 8, 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 or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.**

  
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R.M MAREDI  
MUNICIPAL MANAGER