

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: 07/09/16

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

07 September 2016

INVITATION TO QUOTE (07/09/2016)

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

ACCOMMODATION AND TRAVEL BOOKINGS

DESCRIPTION OF SERVICE	QUANTITY
Accommodation bookings for 14 Officials including bed, breakfast and dinner with two soft drinks. Place: Durban Check in and Check out Dates: 02 October 2016 to 05 October 2016 Return Flight tickets(Economy): Departure from Johannesburg Airport: 02 October 2016 Time :13:00 Departure from Durban International airport:05 October 2016 Time :15:00	14 double bed rooms
Car Rental Category B X 3 Dates: 02 October 2016 until 05 October 2016	
Shuttle for 1 official Dates:02 October 2016 until 05 October 2016 On 02 October 2016 must be from Durban International Airport to the Hotel On 05 October 2016 must be from Durban International Convention Centre to Durban International Airport. All the official will be attending the workshop at Durban International Convention Centre. Therefore the bookings must be done to the accommodation close to the Durban ICC.	

Quotations must be deposited in a box marked "3" not later than **15 September 2016 at 10:30** 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
- Agent must have ASATA/IATA membership attached
- 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