

**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:** 01-22/09/15

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

22 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**

ITEM	DESCRIPTION OF GOODS	QUANTITY
1.	Accommodation booking for 9 Officials around Emperors palace in Kempton park.  Check in: 04 October 2015 Check out: 07 October 2015 RETURN SHUTTLE FOR 5 OFFICIALS 05 October 2015 to 07 October 2015  The accommodation bookings must include bed, breakfast and dinner limit of R300.00. Please state the name of the Hotel on the quotation.	9 double bed rooms

Quotations must be deposited in a box marked "**ACCOMMODATION BOOKINGS**" not later than **01 October 2015 at 09:30**.  
Faxed or e-mailed quotations will not be considered.

**EVALUATION CRITERION (80/20)**

**Minimum Requirements:**

- Original Valid tax clearance certificate
- Certified and Valid Company registration certificate
- Certified Copy of ASATA/IATA accreditation Certificate.
- Certified Copy of BBBEE certificate or An EME letter from Accountants or Auditors (**Failure to submit BBB-EE or EME letter 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.

**Elias Motsoaledi  
Local Municipality**

R.M. MAREDI

23 SEP 2015

**Municipal Manager**