Elias Motsoaledi Local Municipality

P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9
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Supply Chain Unit
amotha@emlm.gov.za

Our Ref:
Ons Verw: 25/09/15

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

25 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 CONFERENCE BOOKINGS

NO	SPECIFICATION	QUANTITY
1.	Accommodation bookings for 10 officials including Bed,Breakfast and Dinner with 2 softdrinks. **10 Officials** **Accommodation bookings** Check in : 11 October 2015 Check out: 16 October 2015 **Conference hall** Include: stationary; projector and 22 x 500ml still water per day Breakfast ;lunch and afternoon tea Booking date: 12 October 2015 to 16 October 2015 Booking time: 08h00am until 17:00pm **A Preffered booking for both accommodation and conference is Umzoxolo Lodge in Hatfield.**	 10 10 11 11

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 CONFERENCE BOOKINGS, not later than **06 OCTOBER 2015 @ 11:00.**
2. Original Valid Tax Clearance Certificate must be attached
3. Certified copy of ASATA/AITA accreditation certificate.
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