

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: 01-25/09/15

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 SHUTTLE BOOKINGS

NO	SPECIFICATION	QUANTITY
1.	Accommodation bookings for 3 officials including Bed,Breakfast and Dinner with 2 softdrinks. 3 Officials Accommodation bookings Check in : 01 November 2015 and Check out : 06 November 2015 Check in : 08 November 2015 and Check out: 13 November 2015 Return Shuttle bookings from the Hotel to Howick Close,waterfall park at bekker street,Midrand (Tasima) Date: 02- 06 November 2015; 09-13 November 2015 Time: 08h00am and 17:00pm A Preferred booking for accommodation CITY LODGE .	3

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 SHUTTLE BOOKINGS, not later than **06 OCTOBER 2015 @ 10:00.**
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 BBEE 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