

Elias Motsoaledi Local Municipality



P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9

Our Ref:
Ons Verw: SCM UNIT

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

29/04/2014

INVITATION TO QUOTE: TRAVELLING AND ACCOMODATION

According to section 19 (g) of Elias Motsoaledi Local Municipality Supply Chain Management Policy.

DESCRIPTION	QUANTITY
ACCOMMODATION BOOKINGS FOR 4 OFFICIALS ATTENDING INSTITUTE FOR MUNICIPAL FINANCE OFFICIALS (IMFO) CONFERENCE IN EAST LONDON ICC AS FOLLOWS: SPECIFICATIONS : <ul style="list-style-type: none">• ACCOMODATION FOR 4 OFFICIALS (4 DOUBLE ROOMS ; BED; BREAKFAST & DINNER WITH A DINNER LIMIT OF R300 PER PERSON PER DAY.• FLIGHT BOOKINGS -ECONOMY• CAR RENTAL X 2-GROUP B CHECKING IN : 20 MAY 2014. CHECKING OUT : 23 MAY 2014.	4 DOUBLE ROOMS

For any queries, please contact MISS ANNAH MOTHA, telephone (013) 262 3056 - Ext 1032

GENERAL NOTES:

1. Written quotations should be deposited in a quotation box next to the switch board clearly marked strategic session bookings, not later than **06 May 2014@ 10:00**
2. **Certified Copy or Original of Valid Tax Certificate must be attached**
3. **Certified Copy of Company registration document must be attached**
4. **Certified Copy of BBBEE Certificate or EME Letter from Accountants or Auditors must be attached**
5. **Only registered suppliers on the Municipal database for 2013/2014 FY will be considered.**
6. 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.

Mr W PHALA
ACTING MUNICIPAL MANAGER