



REQUEST FOR FORMAL WRITTEN QUOTATIONS

Sedibeng District Municipality is hereby inviting service providers to quote on the following:

Description	Quote No.	Contact Person
Proposal for Supply and Delivery of Corporate Gifts	8/2/8/12-2010	Ms. Nokuthula Tlhabanelo Tel: (016) 450-3237
Communication & Publicity on the Sedibeng Journey of the Living History to Lesotho, 28 September – 01 October 2010	8/2/8/13-2010	Ms. Carol Venter Tel: (016) 450-3211

Specifications:

Detailed specifications will be available as from **12h00 on 25 August 2010, and thereafter on weekdays from 08:00 until 15:30 ONLY until the closing date**, upon payment of cash non-refundable fee of **R30.00** per document, at the cashier office, third floor, CNR Leslie and Beaconsfield Avenues, Vereeniging. The **Closing date will be on Friday, 03 September 2010 at 12h00.**

Instructions dealing with the depositing of quotations:

Address a sealed envelope clearly marked with the **quote no., description** and **closing date** to “Municipal Manager, PO Box 471, Vereeniging, 1930” or Deposit it in the Tender Box situated at CNR Leslie and Beaconsfield Avenues, Vereeniging, **Outside the main building**

Terms and Conditions relating to tendering:

- Sedibeng District Municipality Supply Chain Management Policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered.
- Quotations submitted are to hold good for the period up until to 60 days;
- Preference will be given to suppliers based within the Sedibeng District Municipality’s area of jurisdiction;
- All persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes.

Please attach the following documents:

(Failure to submit the below mentioned documents will result to immediate disqualification)

- ♣ **An original valid Tax Clearance Certificate obtainable from SARS; and**
- ♣ **An original current account in terms of water & lights/Rates & Taxes obtainable from any Local Municipality.**

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Ms. Thabang Tsie
Director: Supply Chain Management Unit

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Mr. Brendon Scholtz
Chief financial Officer

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Mr. Yunus Chamda
Municipal Manager

www.sedibeng.gov.za

Mr. Yunus Chamda
Municipal Manager

