FORMAL WRITTEN QUOTATION

Sedibeng District Municipality
www.sedibeng.gov.za

Suitably qualified service providers are hereby invited to submit proposals on the following:

Tender Number	Description	Document Fee	Contact Person
8/2/1/6-2015	Request for quotations: venue and catering for Sedibeng District Municipality's Mayoral Awards	R100.00 **(Non-Refundable)**	Ms.Colette Esterhuizen Tel: 016 450 3165

The employer is the Sedibeng District Municipality. The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenues, Vereeniging. **(Contact Person: Ms. Seikane Mareletse at 016 450 3053 / 3151 for SCM Enquiries**

Documents may be collected during working hours after **08:30 to 15h30 Friday, 26 October** and during weekdays thereafter.

A non-refundable tender deposit of **R100.00** payable by cheque or cash made out in favour of the employer (Sedibeng District Municipality) is required on collection of the tender documents (project documents).

The closing time for receipt of Quotations is **12:h00 on Monday, 02 November 2015.** Telegraphic, telephonic, telex facsimile and late tenders will not be accepted.

Tenders, completed as prescribed, shall be sealed in an envelope marked with the bidders address, Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality, Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor).**

Bidders must take note of the following:

- Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality;
- Bids will be evaluated according to the **80/20** preferential point system;
- Persons in the service of the state are not allowed to bid;
- The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- Tenders must indicate **VAT** conditions and if not stated, it will be assumed pricing includes **VAT;**
- Late, unsigned, or incomplete bids will be disqualified;
- Multiple Tenders from the same supplier is not allowed;
- Bidders are requested to submit **two copies** (one copy and one original). Each copy must be clearly marked **"copy"** and **"original";**
- Bidders who are not registered on the supplier database of Sedibeng District Municipality are requested to obtain a **Database Form** at the cashier office OR it can be downloaded at **http:// www.sedibeng.gov.za. /a_tender_docs/20100106_sdm_supp_reg_form.pdf.**
- The **Database Form must not be attached** to the tender document but must be submitted to Sedibeng District Municipality Main Building 3rd Floor. **(Contact Person: Ms Puseletso Manana at 016 450 3140 for Database Enquiries)**
- Bidders that are not registered on the Database will result to the tender being **"Non Responsive"**
- Bidders must ensure that the company status is **"In business"** with the Company and Intellectual Property Commission **(CIPC);**
- A letter of authorization for the delegated person to sign the declaration and the bid document MUST be attached;
- Bidders are requested to read and take note of the **"Information to Bidders"** attached on the bid document;
- Bidders are required to submit original or certified copies of **B-BBEE Status Level Verification Certificate** together with their bids to substantiate their B-BBEE rating claims;
- Exempted Micro Enterprises can submit a letter from the accounting officer; and
- A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.

Tenderers should attach an Original Valid Tax Clearance Certificate and Up to date utilities Account / Statement. Failure to attach these documents will result to a tender being non-responsive.

Municipal Manager: Yunus Chamda

Corner Beaconsfield & Leslie Streets, Constitutional Square, Vereeniging | PO Box 471, Vereeniging, 1930 - Email: info@sedibeng.gov.za | Tel: 016 450 3000