

RATLOU LOCAL MUNICIPALITY



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Private Bag X209
Madibogo
2772

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION	: PROVISION OF ACCOMMODATION, MEALS AND CONFERENCE PACKAGE FOR 36 OFFICIALS IN RUSTENBURG AREA
TENDER NO	: NW381/CORPS09-06/2016/2017
DATE PUBLISHED	: 09 JUNE 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 15 JUNE 2017
TIME	: 11H00a.m
SUBMISSION ADDRESS	: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBBEE Certificate/ Original
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

NB No copies of certified copies will be accepted.

All certified copies should not be more than three months from the date of the advertisement.

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Points System will apply.**

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- Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.

N.B Failure to comply with these conditions may invalidate your offer.

SCOPE OF WORK: PROVISION OF ACCOMMODATION, MEALS AND CONFERENCE PACKAGE FOR 36 OFFICIALS IN RUSTENBURG AREA

Rooms

36 Officials	Single occupancy per room
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SPECIAL CONDITIONS OF CONTRACT

- Conference package for 36 officials
- Dinner, bed, breakfast and lunch
- Accommodation will be needed from the 18th June 2017 to 23rd June 2017 and conference facility will be needed from the 19th June 2017 to the 23rd June 2017
- The municipality will go and do an site inspection of the successful bidder before appointment

FUNCTIONALITY

Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 50

11 Confirmation letters and more	50
9 – 10 Confirmation letters/ orders	40
7 – 8 Confirmation letters/ orders	30
5 – 6 Confirmation letters/ orders	20
3 – 4 Confirmation letters/ orders	10
1 – 2 Confirmation letters/ orders	05
No Confirmation letters/ orders	0

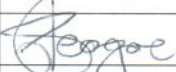
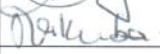
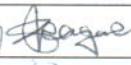

Ownership of accommodation and conference facilities/ Commitment letter do provide requested services in the bidder is an agent 50

Proof of ownership/ commitment letter	50
No Proof of ownership/ commitment letter	0

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NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
K. Phutieagae	Chairperson	
R Rakuba	Member	
C Tjale	Member	On leave 
Lesley Muji	Requesting Department	

Approved Disapproved


Glen Lekomanyane
Municipal Manager