

Bid No: SCM 45/2024/25

Supply Chain enquiries: 016 973 8740/44

Date: 13th of February 2025

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MUNICIPALITY WITH CONFERENCE FACILITY WITH CATERING FOR 03 DAYS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management Unit, Finance Building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your company and must be delivered not later than the **21st of FEBRUARY 2025 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, First Floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Bidders' valid health certificate.**
- **The service provider must submit municipal rates and taxes statement on the company name that is not older than three months and not in arrears for more than 90 days or Lease agreement where the company is the lessee.**

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality) for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on the Municipal website for your information. Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloun
Municipal Manager

SPECIFICATIONS

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MUNICIPALITY WITH CONFERENCE FACILITY WITH CATERING FOR 03 DAYS.

NO:	DESCRIPTION
CONFERENCE FACILITY	
1.	<ul style="list-style-type: none">i. 5 Rooms (1 Plenary accommodating 100 participants + 4 breakaway rooms for commissions accommodating 20 participants with air conditioning/ fans)ii. All venues must have projection screens and projector.iii. Electricity backup (Generator) in case of loadshedding.
CATERING	
2.	<ul style="list-style-type: none">i. Water bottles (300 bottles per day: 3 bottles per person)ii. Serve meals for 100 people per day<ul style="list-style-type: none">a. Breakfast: English breakfast, hot beverages, and juiceb. Lunch: x2 meats, x2 starch, x2 vegetables, x2 salads, x2 soft drinksc. Afternoon Tea: Tea & Coffee, biscuits/scones, and sandwiches.

NB! THE VENUE MUST BE WITHIN METSIMAHOLO JURISDICTION.