

**INXUBA YETHEMBA
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /
LOCAL MUNICIPALITY**

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"A coherent developmental municipality putting people first and providing a better life for all its citizens"

REQUEST FOR QUOTATION

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	PROVISION FOR ACCOMMODATION
Requestor:	INXUBA YETHEMBA MUNICIPALITY
QUOTATION NO.	IYM08/11/2022Q
NOTICE NO.	180/2022
Advert Date:	22 November 2022
Closing Date:	29 November 2022

SPECIFICATION

SPECIFICATION AND PRICING SCHEDULE: The service provider shall provide accommodation, flights, and shuttle service for 6 people who will be traveling to Johannesburg from Port Elizabeth OR East London.

No.	Description of Goods or Service	Quantity	Unit Price	Total Price
1.	Accommodation is inclusive of dinner, bed & breakfast. ➤ Check-in – 1 st of December 2022 ➤ Check out – 3 rd of December 2022	Six (6)		
2.	Flights: ➤ Departure: 1 st of December 2022 ➤ Return: 3 rd of December 2022 NB: Can quote flights either from EL Airport or Port Elizabeth Airport	Six (6)		
3.	Shuttle Service ➤ From the airport to the hotel. ➤ From the hotel to the venue (Wits) ➤ From the hotel to the airport	Six (6)		
4.	Service fee	1		
	SUB-TOTAL			
	VAT @ 15%			
	TOTAL			

Evaluation criteria

The quotes will be evaluated using the 80/20 preferential point system.

Payment for Services

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

General

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of VAT.
- Certified copies of identity documents of directors.
- Quotations must be signed or annexed with a company stamp.
- Bidders to supply municipal utility bill or lease agreement reflecting status of accounts.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.
- Quotations to be valid for 60 days from the closing date.
- IYM reserves the right to award the quotation in full or part thereof.
- CSD report must be submitted
- SARS Pin or Tax compliance certificate

Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points.

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: IYM08/11/2022Q (**PROVISION FOR ACCOMMODATION**)" which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock, 5880, **before 12pm on the closing date 29 November 2022. No email submissions will be allowed.**

For inquiries regarding the Request for Quotation, please contact the Project Manager, Ms. N Ntshanga at 048 801 5030

All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website: www.csd.gov.za.

Should you have SCM-related inquiries please contact the **Supply Chain Management Unit**;

- Lwandokazi Ntloko (048) 801 5059 or email Lntloko@iyam.gov.za

CLOSING DATE: 29 NOVEMBER 2022 AT 12H00

APPROVED


MR. M.W.M. MBEBE
MUNICIPAL MANAGER