

**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 CONFERENCE VENUE AND ACCOMMODATION
Requestor:	INXUBA YETHEMBA MUNICIPALITY
QUOTATION NO.	05/10/2022Q
NOTICE NO.	153/2022
Advert Date:	11 OCTOBER 2022
Closing Date:	18 OCTOBER 2022

SPECIFICATION

Supply and delivery of the following:

No.	Description	Quantity	Unit Price	Total
1.	Accommodation In Cradock for two officials from the 20 th – 22 nd of October 2022. Dinner, Bed and Breakfast.	2 nights		
2.	Conference venue Venue with break-away rooms x 4 Data Projector x 1 Flip Charts x 4 Tripod Stand x1 Koki Pens x10 (Different Colour) Breakfast and Lunch	60		
	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.
- Bidders to supply municipal utility bill or lease agreement.
- 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: 05/10/2022Q (**PROVISION FOR PROVISION FOR CONFERENCE VENUE AND 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 18 October 2022 at 12pm on the closing date.**

For further enquiries with regard to the Request for Quotation please contact the Project Manager, Ms. Tandolwetu Petelo on 064 257 9748 or email tpetelo@iym.gov.za

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 any SCM related enquiries please contact the **Supply Chain Management Unit;**

- Lwandokazi Ntloko (048) 801 5060 or email lnitloko@iym.gov.za

CLOSING DATE: 18 October 2022

**MR. MWM. MBEBE
MUNICIPAL MANAGER**