

RATLOU LOCAL MUNICIPALITY



Tel: 018 330 7000
Fax: 018 330 7047
www.ratlou.gov.za

Postal Address
Private Bag X 209
Madibogo
2772

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Prospective Service Providers are hereby requested to submit formal written price quotations as per the attached specifications:

DESCRIPTION: ACCOMODATION, MEALS & CONFERENCE FACILITIES FOR STRATEGIC PLANNING SESSION FOR RATLOU LOCAL MUNICIPALITY

TENDER NUMBER: NW381/PAD30-11/2021/2022

DATE PUBLISHED: 17 February 2022

CLOSING DATE: 28 February 2022

TIME: 11h00

SUBMISSION ADDRESS: RATLOU LOCAL MUNICIPALITY TENDER BOX (Generally open 24 hours and 7 days a week)
R507 DELAREYVILLE ROAD
SETLAGOLE
2772

The following documents should be submitted with your quotation:

- Valid Original Tax Clearance Certificate;
- Proof of Business Registration certificate obtainable from CIPC;
- Certified copy of BBBEE Certificate;
- Recent statement as proof of payment of municipal services (rates, Taxes, water, etc.) for both the company and all directors of the company;
- Recognizable 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 not older than three months;
- Certified ID Copies of all directors as they appear on the CIPC

NB: No copies of certified copies will be accepted.
All certified copies should not be more than three months old from the date of this publication

ACCOMODATION, MEALS & CONFERENCE FACILITIES FOR STRATEGIC PLANNING SESSION FOR RATLOU LOCAL MUNICIPALITY

J.B M-I
T.M

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 MBD4, 7.2, 8 and 9 downloadable from Municipal Website (www.ratlou.gov.za);
- 80/20 Preferential Point System will apply;

NB: Failure to comply with these conditions may invalidate your offer.

SCOPE OF WORK

Strategic Planning Session to be held from the 15 – 18 March 2022

Arrival: 14 March 2022

Departure: 18 March 2022

NB: Dates might change and will be negotiated with the successful bidder

37 Single rooms (Single Occupancy) with Dinner, Bed & Breakfast

16 Rooms for sharing officials (2 per room) with Dinner, Bed & Breakfast (32 officials);

Dinner on the 14th March 2022 with 2 soft drinks/juice

Conference Package for 70 individuals which must include the following:

- Lunch for 70 people
- Mid-Morning Tea/Coffee/Juice
- Mid Afternoon Tea/Coffee/Juice
- Projector and Projector Screen
- PA System
- MUST Comply with Covid Regulations

FUNCTIONALITY

Confirmation of Hospitality & Tourism Association (Attach Hospitality/Tourism Association Certificates) 50

5 years or more 50

3 years 40

2 years 30

1 year 20

Less than 1 years 0

Locality of the Bidder 50

Within North West Province 50

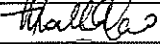
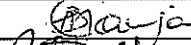
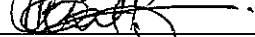
Outside North West Province 30

ACCOMODATION, MEALS & CONFERENCE FACILITIES FOR STRATEGIC PLANNING SESSION FOR RATLOU LOCAL MUNICIPALITY

J.B
T.M

NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE BID SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
Thabo Matlhoko	Chairperson	
Mpho Manja	Member	
Job Matlhoko	Requesting Department	

APPROVED/NOT APPROVED

Comments

17 - 18 March


TEBOGO CHANDA
MUNICIPAL MANAGER

16/02/22
DATE

Enquiries

Job Matlhoko 082 447 6119/0664765457
Email: job@ratlou.gov.za/gapi@ratlou.gov.za