

# RATLOU LOCAL MUNICIPALITY

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Private Bag X 209  
Madibogo  
2772

## Office of the Municipal Manager

### 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 ACCOMODATION, MEALS & CONFERENCE FACILITIES IN MAHIKENG AREA (15 – 17 November 2017)
TENDER NO	: NW381/PAD10-10/2017/2018
DATE PUBLISHED	: 11 October 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 20 October 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).

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- 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.**
- **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.

**PROVISION OF ACCOMODATION, MEALS & CONFERENCE FACILITIES IN MAHIKENG AREA**

**SCOPE OF WORK FOR CONFERENCE VENUE AND ACCOMODATION FOR COUNCILLORS**

**27 Rooms for Councilors on a Single Occupancy basis on DBB  
Dinner for additional 19 Officials & Councilors  
Dinner to be served with Fizzy Drink/Juice  
Conference Venue with a seating Capacity of 70 people  
Lunch for 70 people  
Mid-morning and mid afternoon tea with Biscuits/Scones/Muffins e.t.c  
PA System & Projector Screen**

**FUNCTIONALITY**

**Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 40**

2 Confirmation letters and more	40
1 Confirmation letters	30
No Confirmation letter	00


**Ownership of Accommodation and Conference Facilities/ (Commitment letter to provide requested services if the bidder is an agent) 40**

Proof of Ownership	40
No proof of ownership	00

**Experience of the Bidder in the Hospitality Industry 20**



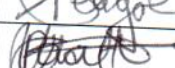

1 – 2 years	20
0 – 1 Year	00

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

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**MEMBERS OF THE SPECIFICATION COMMITTEE**

<b>NAME &amp; SURNAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
C. Tjale	Chairperson	
T. Seleke	Member	
K. Phutieagae	Member	
Job Matlhoko	Requesting Department	

**Approved / Disapproved**

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**PATIENCE LEKGETHO**  
**ACTING MUNICIPAL MANAGER**