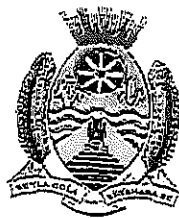


RATLOU LOCAL MUNICIPALITY

Administrator:
Ms Neo Motsatsi-Kalil
Cell: 082 389 3018
Tel: 018 330 7900
Email: motsatsikalil@gmail.com
www.ratlou.gov.za



Postal Address
Private Bag X 209
Madibogo
2772

Office of the Administrator

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 North West (12 - 14 February 2020)
TENDER NO	: NW381/PAD02/2019-2020
DATE PUBLISHED	: 29 January 2020
BRIEFING SESSION	: N/A
CLOSING DATE	: 07 February 2020
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.



M.C.S
J.P.

- Price(s) quoted must be inclusive of VAT (if registered).
- 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.

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

- Arrival day: 12 February 2020
- Departure day: 14 February 2020
- 2 Dinners for 39 people (12 & 13 February 2020)
- 2 Lunches for 39 people (13 & 14 February 2020)
- 27 Rooms for Councilors on a Single Occupancy basis on DBB
- 12 Rooms for Officials/Administrators on a Single Occupancy Basis
- Dinner to be served with 2 Drinks
- Conference Venue with a seating Capacity of 39 people
- Mid-morning and mid-afternoon tea with Biscuits/Scones/Muffins e.f.c
- PA System & Projector Screen

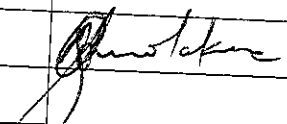
FUNCTIONALITY

Ownership of Accommodation and Conference Facilities/ (Commitment letter to provide requested services if the bidder is an agent)	50
Proof of Ownership	50
No proof of ownership	00
Experience of the Bidder in the Hospitality Industry	50
4 – 5 years	50
3 – 4 Years	30
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.

M.C.S
J.B

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
M. Shomolekae	Chairperson	
L Tselapedi	Member	
Job Matlhoko	Requesting Department	