



**Supply Chain Management Unit  
MTHONJANENI MUNICIPALITY MELMOTH**

**REQUEST TO QUOTE      Reference no: M0001**

**Supply, Deliver and Offloading a Quote for:  
Event Coordinator Mayoral Cup**

<p><b>1.    Catering ( 200 )</b></p> <p><b>Breakfast:</b> tea &amp; coffee Juice Sandwich ( cheese, egg mayo, ham) muffin</p> <p><b>Lunch:</b> Braai buffet( beef &amp; chicken) Salads(2) Pap Gravy 330 ml 100% juice (200)</p>
<p><b>2.    Sound system and stage</b></p>
<p><b>4. Hiring of frame 500 seater marquee with outdoor furniture (coffee tables and couches) 200 tiffany Chairs, 22 round tables with black cloths.</b></p>
<p><b>3.    Medical assistance</b></p>
<p><b>4.    Toilets( VIP 2 &amp; 6 Public)</b></p>
<p><b>5.    Curtain Raiser game</b></p>
<p><b>6.    Wrist band (200)</b></p>

**Suppliers are to attend a compulsory site briefing on 14 August 2017 at 10h30 am at new municipal council chambers, failure to attend will result in your quotation not being accepted.**

Enquiries must be directed as follow: Technical information for this quote should be directed to Zipho Mthethwa – Tel 0354502082 ext2. Enquiries regarding this request to quote document must be directed to the Procurement Clerk – Tel 0354502082 ext. 203 during office hours. .08h00 – 12h30 and 13h00 – 15h15 Monday to Thursday and Fridays 08h00 – 13h00 and 13h00 to 13h30 only.

- Council reserves the right not to accept the lowest or any tender.**  
Canvassing in the gift of Council is strictly prohibited and will lead to disqualification of the Quote. Registration on the on the Mthonjaneni Municipality's Database is encouraged prior to the Submission or closing date of this Request to quote.
- Validity period of request: 10 August 2017 (7h30) to 16 August 2017 (11h00)**
- Completed quotations, including all required documents, must be placed in an envelope, sealed and clearly printed “ M0001 “ on the envelope and handed in and registered at the Procurement Clerk, SCM Unit – Mthonjaneni Municipality on or before 11h00 on 16 August 2017**
- The following compulsory documentation to be attached to this Quotation:**
  - Valid and Original Tax Clearance Certificate OR Tax Compliance Status Pin**
  - Certified Copy of BBBEE Certificate issued by SANAS or a registered Auditor approved letter by IRBA or an Accounting Officer, as Contemplated, in the CCA and valid for a year**  
OR  
**Declaration as required by the Amended Codes of BBBEE**
  - Summary or proof of registration on Central Suppliers Database (CSD).**

**Completed:**

- MBD 4 - Declaration of Status**
- MBD 6.1 – Preference Points Claim**
- MBD 6.2 - Local Production**
- MBD 8 - Past SCM Practises**
- MBD 9 – Independent Bid Determination**

- DO NOT PLACE ENVELOPE WITH COMPLETED QUOTATIONS IN THE TENDER BOX, QUOTATIONS IN THE TENDER BOX WILL NOT BE CONSIDERED.**

**No Telephonic, facsimile, electronic and late quotations will be accepted. Mthonjaneni Municipality will not accept any responsibility for the delivering of a quote by a courier services or any other means that are described on or before the closing date and time of request to quote**

**A copy of this request, MBD 4, 6.1, 6.2, 8, 9 is also available on the municipality's web- site: [www.mthonjaneni.org.za](http://www.mthonjaneni.org.za) or from the SCM Unit.**

**Thank you**

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**PP Sibiya  
Municipal Manager**