

**REQUEST FOR QUOTATIONS**

**QUOTATION NO: 36-2014**

**SPECIFICATION FOR: CATERING FOR TB DAY**

Quotations are requested for the following items from suitable service providers:

**1. Scope**

**Quotations are hereby invited from suitable service providers for the following items:**

**Catering (Lunch packs) for 300 people to consist of the following items per lunch pack**

- Sandwiches (consisting of 4 slices of bread with cheese and ham filling)
- 1 x thigh
- 300 x 340 ml 100% fruit juice
- 300 apples

**The following conditions will apply:**

- Must be registered on the Municipal Suppliers Database (Please state your supplier number as proof of registration);
- Price must be VAT inclusive (for all registered vendors);
- The Municipality is not obliged to accept the lowest or any quotation;
- A firm delivery period must be indicated;
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy;
- The following documentation must be submitted with your quote in order to be considered, failing which will lead to disqualification:
  - a) An original valid SARS Tax Clearance Certificate  
**(UNLESS the bidder is registered on othe Accredited Supplier Database of the municipality AND the municipality has a valid original tax clearance certificate on record. The onus is on the service provider / bidder to ensure that the Municipality has a valid original tax clearance certificate on record (prior to submission of their quotation).**
  - b) A valid Billing Clearance Certificate from your Local Municipality
  - c) Copy/ies of the Company registration e.g. CK1, CK2, Trust documents, sole provider etc.
  - d) Original certified copies of Directors Identity Documents
  - e) An original certified copy of the B-BBEE certificate
  - f) Completed MBD 4 form (Declaration of Interest)
  - g) Completed MBD 9 form ( Certificate of Independent Bid Determination)
- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and binded in 1 (one ) document ;
- The quotations must be submitted on the Letterhead of your business.
- Please ensure that the returnable documentation is placed in a sealed envelope clearly indicating the **RFQ Number & DESCRIPTION** on the envelope;
- **THE QUOTATION BOX IS LOCATED UPSTAIRS SITUATED IN THE FINANCE DIRECTORATE, 86 HIGH STREET, GRAHAMSTOWN, (DURING NORMAL OFFICE HOURS).**
- Quotes that are late will not be accepted. Quotations per fax or E-mail will also not be considered.
- The evaluation criteria is 80:20

**NB: BIDDERS WHO ARE IN THE SERVICE OF THE STATE WILL NOT BE CONSIDERED.**

The quotation must be submitted on the letterhead of your business and hand delivered at the Finance Offices, High Street in Grahamstown

For further enquiries contact: Ms P Roxo (046)602 4420

Closing date: 16 April 2015

Closing time: 12:00

**M PLANGA**  
**ACTING MUNICIPAL MANAGER**