



BA-PHALABORWA MUNICIPALITY

- Budget and Treasury -

Procurement and Stores

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **11/10/2018**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6379/6362/61**
REF : **127846**

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than **22/10/2018 at 15H00.**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
59	Conference Hall ,Accommodation and meals for strategic planning to be held on the 05 -07 December 2018		

Please number your quotes (Your Ref no)

The following conditions will apply:

- *Price (s) quoted must be valid for at least thirty (30) days from date of your offer.*
- *The municipality retains the prerogative to reject any quotes it deems to be excessive*
- *A firm delivery period must be indicated.*
- **Original Tax Clearance Certificate**
- *A service provide be registered with Ba-Phalaborwa database*
- **Registered with CIPRO (CK 1 or 2 document)**
- **BBBEE Certificate certified by a SANAS accredited institution or certified sworn affidavit.**
- **Fill in and Return the Declaration of Interest Form (MBD4 Form) obtainable from our website.**
- **Centralised Suppliers Database printout (summary report)**

REQUEST FOR QUOTATION

BA-PHALABORWA MUNICIPALITY STRATEGIC PLANNING

DATE: 05 – 07 DECEMBER 2018

No of rooms	Conference package	Accommodation
16 rooms not sharing NB: Three executive for the Mayor and Speaker	Conference hall accommodating 59 People (05 – 07 December 2018) <ul style="list-style-type: none">- 10h00 Tea- Lunch with one soft drink- Afternoon tea- Bottled water- Mint- Data projector- Flip charts 3 Breakaways rooms	Breakfast and Dinner with one soft drink. (Dinner for 06 December braai)
21 Rooms Sharing (Chalets two bedroom)		Breakfast and Dinner with one soft drink

3 Executive rooms for Mayor, Speaker and Chief Whip

13 rooms not sharing for Councillors and Senior Managers

7 chalets with two bedrooms for 13 Females

14 chalets with two bedrooms for 27 Males

Please take note that check in will be on 05 December 2018 and checkout on 07 December 2018