

OFFICE OF THE MUNICIPAL MANAGER

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Date: 23 November 2023
Dear: Service provider

Kindly furnish Thabo Mofutsanyana District Municipality with a written quotation for the supply of goods / services as detailed below.

Catering Service for 400 People

- Detailed Specifications and returnable MBD forms are obtainable from the Supply Chain Management Office.

The quotation must be on letterhead of your business and be hand-delivered in the TENDER BOX not later than the 01 December 2023 at 12h00 at Thabo Mofutsanyana District Municipality (Old Parliament building).

The following conditions apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- Prices quoted must be firm and should clearly indicate whether they are VAT inclusive or VAT exclusive.
- NB: Please indicate the period of delivery on your quotation which should be regarded as binding if you win this award.

Mandatory documents to be submitted:

- Central Supplier Database (CSD) Report or MAAA number of the bidder.
- Tax Clearance Certificate (TCC) or Tax Compliance Status PIN of the bidder.
- Copies of bidders' Identity Documents

- Municipal account/ Lease agreement/ Municipal clearance certificate.

Municipality will not make an award to any bidder/ supplier under the following:

- If the bidder is not registered in the Central Supplier Database (CSD)
- If the bidder owes a municipality's utility bill for more than 90 days and there is no proof of arrangement made with the municipality to rectify the situation.
- If the bidder is prohibited to transact with any organ of state
- If the bidder's tax matters have not been declared by SARS to be in order and there is no proof of arrangement made with SARS to rectify the situation.
- If supplier is a natural person, he/ she is in the service of the state.
- If supplier is not a natural person, any of its director, manager, principal shareholder, or stakeholder a person in service of the state.
- If a supplier is an advisor or consultant contracted with the municipality

The quotations will be evaluated according to the criterion below as prescribed in the Preferential Procurement Policy framework Act No 5 of 2000 and provided for in the Municipality's Preferential Procurement Policy.

NB: No quotation will be considered from persons in the services of the state.

Failure to meet the above conditions and failure to submit the required documents may invalidate your bid/ tender.

Yours Faithfully



Me: T.P.M. LEBONYA
Municipal Manager

POINTS ALLOCATION FOR 80/20 PRINCIPLE

- A) PRICE
- B) SPECIFIC GOALS (B-BBEE status level contribution and locality).

Maximum points for this tender are allocated as follows:

| | |
|------------------------------|--|
| POINTS | PRICE |
| 80 | PRICE |
| 20 (10 BBEE and 10 Locality) | SPECIFICA GOALS |
| 100 | TOTAL POINTS FOR PRICE AND SPECIFIC GOALS |

B-BBEE

| | |
|---|--|
| B-BBEE Status level of contributor | Number of Points for Preference (80/20) |
| 1 | 10 |
| 2 | 9 |
| 3 | 7 |
| 4 | 6 |
| 5 | 4 |
| 6 | 3 |
| 7 | 2 |
| 8 | 1 |
| Non-compliant contributor | 0 |

Locality

| | | |
|---|--|---|
| Locality of supplier | Number of points for Preference (80/20) | Evidence |
| Within the boundaries of Thabo Mofutsanyana District Municipality | 10 | Municipal Account/lease agreement/Municipal clearance certificate |
| Outside TMDM but within the boundaries of Free State Province | 5 | |
| Outside FS province but within the boundaries of Republic of South Africa | 2 | |
| Failure to provide proof of the above and/ or outside boundaries of RSA | 0 | |