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**Date:** 12 February 2018

**Supply Chain Management Unit**

Office G29

37 Murchison Street

Newcastle

2940

newcastle.gov.za

034 328 7818

**Quotation No:** QUO-DS001-2017/18

**VENUE AND CATERING FOR DISABILITY SUMMIT: 27 FEBRUARY 2018**

The **OFFICE OF MUNICIPAL MANAGER** is looking for eligible and accredited service providers to submit written quotations as detailed in the enclosed specifications.

Sealed quotations, addressed to the Supply Chain Management Unit and marked “Quotation Number:” must be placed in the quotation box provided in the foyer of Newcastle Municipality - Civic Offices – Tower block 1st floor, 37 Murchison Street, Newcastle by no later than **12:00 on Wednesday 21 February 2018**.***Please note that no quotations received after the closing time will be considered.***

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**IMPORTANT REQUIREMENTS**

The following conditions will apply:

a. **Quotation document to be completed by the bidder should be collected from Supply Chain Management Offices at no cost to the bidder**. (Free of charge)

b. On submission of the quotation document collected, it should be accompanied by the quotation and after required documents (**SARS status pin page, CSD number, latest Municipal Rates account for your business premises and BBBEE Certificate**)The format of the quotation must adhere to the following:

* 1. Quotation must be on the company letterhead and made out to the Newcastle Municipality, clearly indicating a **“Quotation Number:”**
  2. Quotation must be clearly dated and valid for at least **30 days**.
  3. If you are a VAT vendor, VAT number must be indicated on the quotation. VAT number of the Newcastle Municipality (4000791824) must also be indicated on the quotation.
  4. Price(s) quoted must be firm and must be inclusive of VAT.

c. No contract shall be concluded with any bidder whose municipal rates, taxes and municipal services charges are in arrears. No contract shall be concluded with any bidder whose tax matters (SARS) are not in order.

Failure to comply with these conditions may invalidate your offer.

**Enquires (Procurement Official)**

Name: Sabelo Vilakazi