**Newcastle Municipality**



**STRATEGIC EXECUTIVE DIRECTOR: BUDGET & TREASURY OFFICE**

**SUPPLY CHAIN MANAGEMENT UNIT**

Date: 14 August 2014

Dear Supplier

# REQUEST FOR CLOSED QUOTATION: QUOTE NUMBER 050-2014/15

Kindly furnish me with a written quotation for the supply of the goods as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and put in the tender box, Civic Centre, Murchison Street by ***not later than the specified date underneath****.* ***Please note that no quotations received after the closing time will be considered.***

**Fax Number :** 034 328 7641

**Email :** sabelo.vilakazi@newcastle.gov.za

**Telephone no :** 034 – 328 7818/27

**Enquiries :** Mr. S Vilakazi/Ms. Z Mtetwa

:

The following conditions will apply:

1. **Format of quotation must adhere to the following:**
   1. Quotation must be on the company letterhead and made out to the Newcastle Municipality. The word **QUOTATION** must be clearly stated at the top of the quotation
   2. Quotation must be clearly dated and valid for at least **thirty (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
   5. A firm delivery period must be indicated
2. No contract shall be concluded with any bidder whose municipal rates, taxes and municipal services charges are in arrears. **Please attach your latest Municipal Rates account for your business premises and Tax clearance Certificate**
3. No contract shall be concluded with any bidder whose tax matters are not in order.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Mr S. Vilakazi

Procurement Official

**PLEASE ENSURE THAT WE RECEIVE YOUR QUOTATION BY 12H00 ON THURSDAY 19 AUGUST 2014**

**Procurement Schedule**

**See attachments**

**TECHNICAL ENQUIRIES**

**CONTACT PERSON/S**

Department : Office of the Municipal Manager

Section : Chief of Operations – Special Programmes

Themba Mkhasibe : 034-328 3470

Nokwanda Mavundla : 034-328 3469

**Request for Quotations:**

**Specifications**

|  |  |  |
| --- | --- | --- |
| Quantity | Specification | Delivery Time and Date |

|  |  |  |
| --- | --- | --- |
| 3 | **Bus 1 - Charlestown**   * Charlestown Department of Social Development  Offices * Ingogo Police Station * Majuba High School * Siyahlala la * KwaMathukuza * Nine mileaaa * Theku mall * Ebhareni * Xolani high school * Osizweni Community Hall   **Bus 2- Blaauwbosch**   * Nine miles * Nkomazi * Mini depot tuck shop * Mahalbomeni * Top Rank * Bob ezitolo * Esistezi * Khuzani * Dicks Hall * Enyonini * Five Star * Osizweni Hall   **Bus 3 - Madadeni**   * KwaMathukuza * Madadeni SAPS * Ezimbongolweni * Madadeni Clinic 1 * KwaSbali Tavern * Madadeni Checkers * Emlotheni * Mzamo Shopping Centre * Wall-to-Wall * Zenzele Shopping centre * Mazulu High School * Madoda store * Brewery * Section 7 Clinic * Theku Mall * Ebhareni * Osizweni hall | 21 August 2014 |
|  | **Quantum - Normandien**   * D96 * Chaplain * Makati * Bahlokazi * Eximor * Ncandu School * Osizweni Hall | 21 August 2014 |

**Request for Quotations:**

**Specifications**

|  |  |  |
| --- | --- | --- |
| Quantity | Specification | Delivery Time and Date |
| 50 | Décor  Round tables and table cloths | 13:30  20 August 2014 |
| 1 | Main table |  |
| 500 | Chair covers |  |
| 50 | Over lays |  |

**Request for Quotations:**

**Specifications**

|  |  |  |
| --- | --- | --- |
| Quantity | Specification | Delivery Time and Date |
| 1 | Stage | 20 August 2014 |
| 1 | Sound system for indoors with 3 cordless microphones and a generator |  |

**Request for Quotations:**

**Specifications**

|  |  |  |
| --- | --- | --- |
| Quantity | Specification | Delivery Time and Date |
| 20 | Halaal | 21 August 2014 |
| 500 | Rice  Beef curry  Fried Chicken  1 veg  Two salads |  |
| 500 | 100% Juice |  |
| 100 | Jugs (2 per table) |  |
| 500 | Glasses |  |
| 50 | Bottled water for VIP |  |
| ***4 serving points*** | | |
|  |  |  |