 **Newcastle Municipality**

**STRATEGIC EXECUTIVE DIRECTOR:**

**BUDGET & TREASURY OFFICE**

**SUPPLY CHAIN MANAGEMENT UNIT**

***Manco Working Session***

 Date: 14May 2015

Dear Supplier

# REQUEST FOR QUOTATION: QUOTE NUMBER LG0301

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 can either be faxed or emailed to the below details, 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 :** Sibusiso.Mabizela@newcastle.gov.za

**Telephone no :** 034 – 328 7811

**Enquiries :** Sibusiso Mabizela

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 & a 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

Sibusiso Mabizela

Procurement Official

**PLEASE ENSURE THAT WE RECEIVE YOUR QUOTATION BY**

**11:00 on 18 may 2015**

**Procurement Schedule**

|  |  |
| --- | --- |
| **QTY of people** | **DESCRIPTION** |
|  **Manco Teambuilding Working Session** |
| 22 | * Venue should be around Newcastle
* Should have conference facilities and equipment (bottled water, notebook, pen & projector)
* Cater for Breakfast with tea; Lunch (including Halaal food)
 |
| Date: **20th to 22nd May 2015** |

**CONTACT DETAILS FOR MORE INFO.**

**Marli Coetzer on 034 328 3367/00/01 (Ext. 2066)**