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**Date:** 13 February 2017

**Supply Chain Management Unit**

Office G29

37 Murchison Street

Newcastle

2940

newcastle.gov.za

034 328 7818

**Quotation No:** QUO-SP001-2016/17

**PROVISION OF CONFERENCE VENUE FOR STRATEGIC PLANNING WORKSHOP: 21 – 24 FEBRUARY 2017**

The **SED: DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS (IDP)** 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 **10:00 on Friday 17 February 2017**.***Please note that no quotations received after the closing time will be considered.***

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**IMPORTANT REQUIREMENTS**

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, clearly indicating a **“Quotation Number:”**
   2. **Separate quotation for each item must be submitted and it must have a company stamp and or signed.**
   3. Quotation must be clearly dated and valid for at least **30 days**.
   4. **Valid Tax Clearance certificate and BBBEE Certificate.**
   5. 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.
   6. Price(s) quoted must be firm and must be inclusive of VAT.
   7. 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**
2. 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.

**Enquires (Procurement Official)**

Name: Sabelo Vilakazi

**SPECIFICATIONS**

1. **The conference venue must be able to cater for 80 participants and should meet the following requirements :**
2. Venue to fall outside a 5km travel radius of the main municipal building situated at 37 Murchison Street Newcastle, but within the Newcastle Municipal boundary
3. Full-day air conditioned Conference venue (Main Venue) from 08h00 to 12pm from the 21 to 23 February 2017 , and from 08h00 to 15h00 on 24th February 2017
4. Table setting to be arranged in “ u-shape”
5. At least 3 break-away rooms with projector with table setting in “u shape” to cater for maximum 20 participants per break away room from 22nd to 23rd February 2017
6. Flip-chart with Koki-pens (3 different colours) in main conference venue and all break away rooms
7. Sound system in main conference venue
8. 4 -cordless mikes in main conference venue
9. Data Projector and screen in main conference room and all break away rooms
10. Adequate extension cables and plug points for servicing on average 10 participants each in the main conference venue and the breakaway rooms
11. Secure parking for all participants
12. The service provider must indicate if they would accommodate an outside catering service to utilise their premises in the event that the venue owner and catering service provide are not the same.

Documents will be available from the office of the Strategic Executive Director: Budget and Treasury Office, Municipal Civic Centre – (Tower block 2nd floor), 37 Murchison Street, Newcastle, 2940 during office hours between 08h00 to 15h00 as from **Tuesday 14 February 2017**