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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-SP002-2016/17

**PROVISION OF CATERING 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. **Catering is required for 80 participants as follows**
2. LUNCH for 21st to 24th February 2017 (choice of 3 menus) to include a choice of 2 meats , vegetarian dishes and 1 halaal meal at 13h00
3. Dinner for 21st and 23rd February 2017 (choice of 3 menus) to include a choice of 2 meats , 2 vegetarian dishes, dessert and 1 halaal meal at 19h00
4. Braai for evening 22nd February 2017 at 19h00 ( include beef, mutton and chicken, pap, bread rolls, 3 salads and dessert), cater for 1 halaal meal
5. Choice of 2 soft drinks per meal (lunch and dinner and braai)
6. Teas and coffee on arrival at main conference venue from 07h30
7. 2  X Teas and coffee with sandwiches/cakes/muffins/scones/biscuits for the conference (one at 11h00 and one at 16h00)
8. Bottled water at main conference venue and break away rooms ( 2 per person per day)
9. Mints for Main conference venue and break away rooms
10. The catering should be in the same venue as the conference venue for logistical reasons.

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**