 **Newcastle Municipality**

**STRATEGIC EXECUTIVE DIRECTOR:**

**BUDGET & TREASURY OFFICE**

**SUPPLY CHAIN MANAGEMENT UNIT**

***VIP Catering***

Date: 27May 2015

Dear Supplier

# REQUEST FOR CLOSED QUOTATION: QUOTE NUMBER LG0323

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 **be deposited in the quotations box by the Scott Street entrance, Newcastle**, 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 **CLOSED QUOTATION** must be clearly stated at the top of the quotation
   2. **Food certificate required**
   3. Quotation must be clearly dated and valid for at least **thirty (30)** **days**
   4. 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
   5. Price(s) quoted must be firm and must be inclusive of VAT
   6. 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**

**9:00 on 28 may 2015**

**Procurement Schedule**

|  |  |  |
| --- | --- | --- |
| **Time** | **QTY** | **DESCRIPTION** |
| 12h00 | 500 | Beef curry, Rice, 2 salads, 1 veggie, Roasted chicken |

**DATE REQUIRED : Saturday, 30 May 2015**

**Function : Newcastle Municipality Minister for Change Forum Event**

**Function Venue : Phelandaba Stadium**

**(Madadeni)**

**Note: > Caterers are to provide all crockery, cutlery etc.**

**CONTACT DETAILS FOR MORE INFO.**

**Ntombenhle Dlamini on 084 396 7600**