****

**Date:** 03 December 2015

**Supply Chain Management Unit**

Office G29

37 Murchison Street

Newcastle

2940

newcastle.gov.za

034 328 7818

**Quotation No:** QUO-104/2015/16

**Provision of Transport for SALGA games**

Newcastle Municipality’s Office of the Municipal Manager- Special programmes Unit`s 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 located in the Reception Area, Scott Street, Newcastle ( not any other quotation or tender box) by no later than **10h00** on **Monday**, **07 December 2015**.***Please note that no quotations received after the closing time will be considered.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. Quotation must be clearly dated and valid for at least **30 days**.
   3. **Valid Tax Clearance certificate and BBBEE Certificate.**
   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. 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 for amounts exceeding R10 000-00.**
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

**DOCUMENTS ARE AVAILABLE AT OFFICE NO, G24**