



Bela-Bela Local Municipality

Chris Hani Drive, Bela-Bela, Limpopo. Private Bagx1609

Bela-Bela 04810

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

Office of the Budget and Treasury

REQUEST FOR FORMAL WRITTEN QUOTATION: CONFERENCE VENUE AND ACCOMMODATION FOR A STRATEGIC PLANNING SESSION

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included).

A Strategic Planning Lekgotla is envisaged to be held on the 24 - 26 February 2016, and the prospective services provider should undertake to provide the following:

- Accommodation of 44 persons single Rooms for 2 nights
- Conferencing Facility made of Conference Venue + 3 breakaway Rooms all furnished with Overhead Projectors to be used for **two (2) and half days**
- Conference Room arranged into dual U-Shaped setting.
- Provision of Water and other incidental Services throughout the Conference.
- Catering: Breakfast during Day 2 & 3; Lunch for all the days, Dinner during days 2 & 3; Morning Tea during day 1; Midmorning Tea and Afternoon Tea during Days 1 and 2 and Midmorning Tea during day 3.

The quotation can be delivered by hand, by not later than 12:00 Tuesday, 16 February 2016 to: Supply Chain Management Unit, 58 Chris Hani Drive, Bela-Bela: Fax: (014 736 3288);

The following conditions will apply

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and must be inclusive of VAT where applicable.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference system as prescribed in the preferential Procurement Policy Framework Act (no 5 of 2000)
- **QUOTATIONS MUST BE ACCOMPANIED BY:**
 - The MBD Forms obtainable from Supply Chain Management Office (MBD 2, MBD4, MBD 6.1, MBD 8 and MBD 9)
 - Company Registration Documents, a Valid Tax Clearance Certificate and a BBEEE verification certificate.
- Preference will be given to service provider who are registered on the municipality database.


M.M. MALULEKA
MUNICIPAL MANAGER

Chris Hani Drive, Bela-Bela, Limpopo Private Bag X 1609 Bela-Bela 0480

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The Tourism hub of the Limpopo Province