



HARRY GWALA DISTRICT MUNICIPALITY

REQUEST FOR QUOTATIONS: COORDINATOR FOR MEDIA TOUR

Harry Gwala District Municipality hereby invites experienced, qualified and reputable service providers to submit written price quotations for Coordinating media tour on behalf of the municipality.

Specification

Detailed Terms of reference are available on municipal website: www.harrygwalamunicipality.gov.za and on request to Supply Chain Management during working hours on 039 834 8700

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Original valid tax clearance certificate
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile

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 (if applicable).
- A firm delivery period must be indicated.
- A signed MBD4 must be submitted with all bids (available on our website or at the reception)
- A certified or original valid BBBEE status level verification certificate must be submitted to claim preference points
- 80/20 Preference points system will be used in Evaluation
- Your Company must be registered on municipal database

CLOSING DATE

The closing date for the bidders is **on 29 April 2016 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled "**COORDINATOR FOR MEDIA TOUR**" on the outside of the envelopes addressed to **The Municipal Manager**. Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed in writing to **Mr.N.Tenza** on 039 834 8700 during working hours

Mr M Mkatu
Acting Municipal Manager