



## VHEMBE DISTRICT MUNICIPALITY

### REQUEST FOR QUOTATIONS

### APPOINTMENT OF SERVICE PROVIDER TO ASSIST IN PHASE 1 OF SETTING UP RECORDS MANAGEMENT FACILITY AT THE OLD CAFETERIA

### QUOTATION NUMBER: RFQ/VDM/CORP/20/11/2014/01

Quotations are hereby invited from accredited service provider for the appointment of service provider to assist in phase 1 of setting up records management facility at the old cafeteria.

Quotation documents will be available on the **16<sup>th</sup> February 2015** and can be obtained on a non-refundable amount of **R76.00** per bid document at cashier's office, Ground Floor, Vhembe District Municipality offices.

Compulsory briefing session will be held on the **19<sup>th</sup> February 2015** at the entrance of Vhembe District Municipality at **10h00**.

#### **The following information should be included in the quotation:**

- Original Tax Clearance Certificate
- Copy of Company registration Certificate
- Proof of purchased tender document receipt
- Certified Copy of ID Document
- Proof that the bidder municipal business account or any of the director's of the company municipal account is not in arrears (N.B. Municipal clearance not older than three month).
- Valid certified BBBEE Verification Certificate

**No bid will be accepted from person in the service of state**

**NB: Quotations for the above should be enclosed in an envelope marked, "appointment of service provider to assist in phase 1 of setting up records management facility at the old cafeteria."**

**RFQ/VDM/CORP/20/11/2014/01**

must be placed in the bid box situated next to the entrance of Vhembe District Municipality 's offices not later than **24<sup>th</sup> February 2015 at 12H00**, where after the quotations will be opened for public in the Municipal offices.

Quotations may also be posted to the Private Bag X5006, Thohoyandou, 0950 to reach before the above-mentioned time and date. The municipality will not be responsible for quotation not received or received late by mail.

Administrative enquiries may be directed to the Supply Chain Practitioners of Vhembe District Municipality at (015) 960 2000 or at (015) 960 2075 while Technical enquiries may be directed to General Manager Corporate Services: Ms Masuluke M.B. at (015) 960 2000 during office hours

**MUTHIVHI L**

**ACTING MUNICIPAL MANAGER**