



VHEMBE DISTRICT MUNICIPALITY

REQUEST FOR QUOTATIONS

SUPPLY OF DIARIES, WALL AND DESK CALENDERS FOR 2016

QUOTATION NUMBER: RFQ/VDM/CORP/14/09/2015/01

Quotations are hereby invited from accredited service provider for the supply of diaries, wall and desk calendars for 2016.

Quotation documents will be available on the **06nd October 2015** and can be obtained on a non-refundable amount of **R80.00** per bid document at cashier's office, Ground Floor, Vhembe District Municipality offices.

Compulsory briefing session will be held on the **09th October 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

NB: All service providers/bidders are requested to pre-number and initial their documents before submission.

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

NB: Quotations for the above should be enclosed in an envelope marked, "supply of diaries, and wall and desk calendars for 2016."

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must be placed in the bid box situated next to the entrance of Vhembe District Municipality 's offices not later than **14th October 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

MAGWAZA S.E

ACTING MUNICIPAL MANAGER