

## FORMAL QUOTATION NOTICE AND INVITATION TO QUOTE



### GREATER LETABA MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FROM CAPABLE SERVICE PROVIDERS FOR THE FOLLOWING:

Contract number	Project name	Point scoring system	Closing date	Functionality Scoring	Non-refundable Amount (VAT inclusive)	Technical Queries
RFP004/2015	Service provider who is capable of facilitating the Municipal Strategic Planning Session and production of 2016/17 Strategic Plan document for the Greater Letaba Municipality	80/20	19 November 2015	<ul style="list-style-type: none"> <li>• Experience : 50%</li> <li>• Qualifications: 50%</li> </ul>	R100,00	Mr Rababalela E @ 015 309 9246/7/8

#### The scope of work:

- The facilitator should conduct a one and half day strategic planning session.
- The facilitator should review and compile the strategic plan document.

**Date:** 20 to 22 November 2015

**Venue:** Orion Makgobaskloof Hotel

The service provider should give a comprehensive breakdown of price quotation on the following:

- Facilitation of the Strategic Planning Sessions on Saturday and Sunday;
- Travelling from destination to Makgobaskloof Hotel and return;

- Accommodation for two nights;
- Consolidation of all inputs and comments; and
- Drafting of 1<sup>st</sup> and final copy of Strategic Plan document

Formal Quotation documents will be obtainable as from the 13<sup>th</sup> November 2015 at 44 Botha Street, Greater Letaba Municipality in Modjadjiskloof, upon payment of non-refundable amount for a formal quotation in question. Only cash payable to Greater Letaba Municipality will be accepted. No briefing session is arranged for this project.

All formal quotations will remain valid for a period of **90 days** after the time and date of opening. Late submissions, telegraphic, telefax or email transmission formal quotations will not be accepted. The Council of Greater Letaba Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the bid as a whole or in part.

All formal quotations and supporting documents must be sealed in an envelope/cover clearly marked “the relevant contract number and project name above” and must be deposited in the bid box, at Greater Letaba Municipality foyer not later than 12H00 midday on the closing date when they will be opened in public.

All Supply Chain Management queries will be directed to Mr Thoka B.J at (015) 309-9246/7/8 at Greater Letaba Municipality.

**Mashaba T.G**

**MUNICIPAL MANAGER**