



Date: 2014/02/03

DR. KENNETH KAUNDA
DISTRICT MUNICIPALITY

TEL: 018 – 473 8000/8044

FAX: 018 – 473 8059/2523

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

(OVER R10 000.00 UP TO A TRANSACTION VALUE LESS THAN R200 000.00 (VAT INCLUDED))

Kindly furnish **DR KENNETH KAUNDA DISTRICT MUNICIPALITY** with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and be deposited into the tender box: not later than 2014/02/11 time 12h00 pm

- Patmore road, civic centre/municipal building, Orkney, 2620

The following conditions will apply and returnable documents to be attached as indicated:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) must be firm and must be VAT inclusive.
- A firm service delivery date must be indicated
- **NO FAXED DOCUMENTS WILL BE ACCEPTED**

- Certified copy of company registration (CIPRO) documents (**compulsory**)
- Latest municipal account irrespective of municipality/metro or a copy of the lease/rental agreement if not responsible for payment of municipal services (**compulsory**)
- Original, valid tax clearance certificate (**compulsory**)
- ID COPIES OF DIRECTORS/ PARTNERS
- B-BBEE certificate as per revised Preferential Procurement, 2011 by the Minister of Finance on 08 June 2011 in Government Gazette No 34350

SCHEDULE

**RENTAL OF OFFICE SPACE EHS OFFICE TLOKWE FOR PERIOD
OF MONTHS**

Description	Qty
Location of the building must be around Potchefstroom	
Rental period 6 months from; 2014/03/01 to 2014/08/30	
The office space specifications	
Reception area	1
Personnel offices	11
Boardroom	1
Kitchen	1
Storeroom	1
Lockable double garage for official vehicles	
Secured under roof or covered parking	8
Parking space for visitors	3
Alarm or security system	
Data and telephone connection points at the reception and all offices	
Toilet facilities for male and female	

NB: OFFICE ACCOMMODATION MUST BE AVAILABLE AND READY FOR OCCUPATION WITHIN 3 DAYS OF APPOINTMENT.