

	BITOU MUNICIPALITY		
	NOTICE – REQUEST FOR QUOTATIONS		
	ADVERTISED ON:	MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE	
NOTICE NO:	364/2023	RFQ NO:	SCM/RFQ/2024/36/MM
Quotations are hereby invited for:	Provision of Conference Facility for the Speakers Forum 2nd -3rd November 2023.		
PUBLISHED DATE:	17 October 2023	CLOSING DATE:	24 October 2023
CLOSING TIME	No later than 15H00 . Quotations will be opened immediately thereafter, in public at the Bitou Municipality, Supply Chain Management, Shop 59, 2 nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay		
AVAILABILITY OF QUOTATION DOCUMENTS:			
Quotation Documents will be available electronically free of charge from the following email address: scmtenders@plett.gov.za			
Printed copies of the Quotation Documents will be available as from 07h30 and thereafter, on weekdays from 07h30 until 16h30, at Bitou Municipality: Supply -Chain Management, Shop 59, 2 nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay, at a non-refundable fee, payable to a cashier at Bitou Municipality Shop 54, 2 nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay.		Bitou Municipality is a public recipient and can therefore be selected on the list given by any of the banks. By selecting 'Bitou Municipality', the funds will be diverted to our new account with Standard bank. Proof of payment will be required upon collection of Bid documents. Quotation Number to be used as payment reference with name of payee.	
Date Available:	17 October 2023	Non-refundable Fee:	R100.00
QUOTATION SUBMISSION RULES:			
<ol style="list-style-type: none"> Quotations are to be completed in accordance with the conditions and Quotation rules contained in the Quotation document. The Quotation Document & supporting documents must be placed in a sealed envelope and externally endorsed WITH: THE RFQ NUMBER; DESCRIPTION & CLOSING DATE OF THE QUOTATION. Quotation Documents must be deposited in the Quotation Box, at the Supply Chain Management Division, Shop 59, 2nd Floor, Melville's Corner, C/o Main & Marine Drive, Plettenberg Bay. The dimensions of the slot of the quotation box is: 5 cm x 30 cm and submissions may not exceed the thickness per envelope. <ol style="list-style-type: none"> Quotations may only be submitted on the Quotation documentation issued by the Municipality. The Bitou Municipality does not bind itself to accept the lowest or any Quotation and reserves the right to accept any Quotation, as it may deem expedient. Suppliers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Application forms are obtainable from the website https://secure.csd.gov.za. 			
Tender shall be evaluated in terms of the Bitou Municipality Preferential Procurement Policy 2022		Suppliers may claim preference points in terms of the 80/20 . Price :80 Specific Goals: (20) a) B-BBEE Status Level contributor :10 b) Promotion of Local Area Enterprises :10 Total Points :100	
Preferential Procurement Policy - Local Procurement		None	
Site Meeting/Information Session		None	Validity Period 60 Days
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION/SPECIFICATIONS MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE QUOTING PROCEDURE MAY BE DIRECTED TO:	
Division:	OFFICE OF THE MUNICIPAL MANAGER	Division:	Supply Chain Management
Contact Person:	Mr. R Plaatjies	Contact Person:	Ms. BL Nteleza
Tel:	044 501 3439	Tel:	E-mail Enquiries Only
E-mail:	rplaatjies@plett.gov.za	E-mail:	scmtenders@plett.gov.za