

	BITOU MUNICIPALITY			
	NOTICE – REQUEST FOR QUOTATIONS			
	ADVERTISED ON:	MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE		
	NOTICE NO:	117/2024	QUOTATION NO:	SCM/RFQ/2024/76/CORP
Quotations are hereby invited for:	Institute/Defend Legal Proceedings in the Magistrate’s Court (Magistrate’s Court for the District of Knysna)			
PUBLISHED DATE:	10 April 2024	CLOSING DATE:	17 April 2024	
CLOSING TIME	No later than 12H00 . Quotations will be opened immediately thereafter, in public at the Bitou Municipality, Supply Chain Management, Shop 59, 2 nd Floor, Mellville’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 12h00 and thereafter, on weekdays from 07h30 until 16h30, at Bitou Municipality: Supply -Chain Management, Shop 59, 2 nd Floor, Mellville’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, Mellville’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:	10 April 2024	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, Mellville’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. . 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. 				
Quotation shall be evaluated in terms of the Bitou Municipality Preferential Procurement Policy		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		
Preferential Procurement Regulations, 2022- Local Content Requirement		None		
Site Meeting/Information Session		N/A	Validity Period	60 Days
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE QUOTING PROCEDURE MAY BE DIRECTED TO:		
Division:	Corporate Services: Legal Services	Division:	Supply Chain Management	
Contact Person:	Mr. AP Croutz	Contact Person:	Ms. BL Nteleza	
Tel:	044 501 3151	Tel:	e-mail Enquiries Only	
E-mail:	acroutz@plett.gov.za	E-mail:	scmtenders@plett.gov.za	