	<h1 style="text-align: center;">EMALAHLENI</h1> <h2 style="text-align: center;">Local Municipality</h2>	P.O. BOX 3
		EMALAHLENI
		MPUMALANGA
		1035
		TEL.: (013) 690 6911
		FAX: (013) 690 6207
		E-mail: admin@emalahleni.gov.za
	eMalahleni, Mandela Avenue Tel.: (013) 690 6911	Kriel, Quintin Street Tel.: (017) 648 2241
		Ogies, Hoofweg Tel.: (013) 643 1027

**25 January 2022**

Dear Sir / Madam

### REQUEST FOR FORMAL WRITTEN QUOTATION

Kindly furnish me with a written quotation for the supply of the goods/services as detailed

**Enquiries: Maphutha MP (079 526 0236)**

ITEM DESCRIPTION	QUANTITY
<b>Hiring of Conference venue for 100 guests for 2 days(8-9/03/2022) with 6 breakaway rooms, PA System,data projector&amp; screen bottled water 2per person</b>  <b>Catering:</b> <b>Arrival breakfast</b> <b>Mid-morning tea</b> <b>Lunch</b> <b>Afternoon tea</b>	<b>100 for 2 days</b>


The quotation must be submitted on the letterhead of your business, signed and delivered by hand on the box by supply chain entrance not later **than 03/03/2022.**

The following conditions will apply:

- Price (s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **For all transactions the following must be attached:**
- **Proof of the paid up Municipal Rates and Taxes account of the company or its directors.**
- **MBD forms**
- **CSD report (Must be registered on the Central Supplier Database (CSD).**
- **Scoring points-Certified copy of BBBEE certificate should be attached**
- **Evaluation criteria-The 80/20 PPPFA system for requirements with a Rand from R30 000 to R200 000 (all applicable taxes included)**

**Failure to comply with these conditions and filling of the declaration form may invalidate your offer.**

**Approved.....**

	<h1>EMALAHLENI</h1> <h2>Local Municipality</h2>		P.O. BOX 3
			EMALAHLENI
			MPUMALANGA
			1035
			TEL.: (013) 690 6911
			FAX: (013) 690 6207
			E-mail: admin@emalahleni.gov.za
	eMalahleni, Mandela Avenue Tel.: (013) 690 6911	Kriel, Quintin Street Tel.: (017) 648 2241	Ogies, Hoofweg Tel.: (013) 643 1027