



DISTRICT MUNICIPALITY

**DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT
REQUEST FOR FORMAL WRITTEN QUOTATIONS**

West Rand District Municipality is hereby inviting service providers to quote on the following:

| Bid No. | Description | Evaluation |
|----------------|--|--|
| WR/SCM/43/2016 | Supply and Delivery of Refreshments for WRDM | <ul style="list-style-type: none">▪ Relevant Experience▪ Track Record▪ Price▪ BBBEE |

Closing Date : Thursday, 12 May 2016 at 11:00 am

Contact person : Mr Niklaas Mofokeng

Contact Number : 011 411 5108

Email Address : nmofokeng@wrdm.gov.za

Instructions dealing with the depositing of quotations:

Specifications and bidding documents must be obtained at the West Rand District Municipality and WRDM Website and be returned in a sealed envelope clearly marked with the **quote no., description and closing date**. Deposit it in the RFQ Box situated at the Entrance of Supply Chain Department (**Inside the building**), Municipal Building, Corner Park & 6th Str. Randfontein.

Terms and Conditions relating to tendering:

- The Municipal Supply Chain Policy will apply;
- Bids must only be submitted on the bid documentation (MBD1, 2, 4, 6.1,8 and 9) provided by the West Rand District Municipality.
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered;
- Quotations submitted are to hold good for the period up until to 30 working days;
- Persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes;
- Bidders must attach a certified copy of the BBBEE Certificate to qualify for BBBEE points
- The following documents must be attached to the quotations / proposals:
 - **An original valid Tax Clearance Certificate obtainable from SARS; and**
 - **Proof of payment of municipal account for the bidder and all directors of the company.(An original / certified copy of recent municipal statement of account obtainable from the municipality which the bidder resides / valid copy of lease agreement)**

**MR M.D MOKOENA
MUNICIPAL MANAGER**



TERMS OF REFERENCE/ SPECIFICATIONS

SUPPLY AND DELIVERY OF REFRESHMENTS FOR WRDM

| Specification for Refreshments | | |
|--------------------------------|---------------|----------|
| Refreshments | Size | Quantity |
| Coffee Creamer | 1kg | 120 |
| Coffee (Granules) | 750g | 150 |
| Tagless Teabags | 250g | 120 |
| Tagless Teabags Rooibos | 200g | 120 |
| Long Life Milk Full Cream | (6x1L) pack | 150 |
| Biscuits Assorted | 2kg | 80 |
| Canderell Refill box | (500 tablets) | 80 |
| White Sugar | 2.5kg | 150 |
| Brown Sugar | 1kg | 100 |

PLEASE NOTE THAT ALL PRODUCTS MUST BE SABS APPROVED

Technical enquiries can be directed to:

S. Mako
Tel No: (011) 411-5053
Fax No: 086 612 4940
Email: smako@wrdm.gov.za