



Lejweleputswa District Municipality



RFQ NO: 310/12/2016: Request for a motivational speaker for Councillors and staff.

Lejweleputswa District Municipality hereby requests the services of a motivational speaker to motivate Councillors and staff members with the following specifications:

Date: Thursday, 19th January 2017

Performance Duration: 1 x 60 minutes session only.

Performance, start & end: 10h00>11h00

Address of Service: Lejweleputswa District Municipality
Cnr. Jan Hofmeyer & Tempest Road
WELKOM
9460

Amount of guests: 160

Nature of the event: Motivational Talk for Councillors and Employees

Topic to be discussed: Motivating Councillors and employees to be goal orientated at work (setting of goals), morale boosting, team work, professional contact and balancing private and work life.

The quotation must be submitted on the letterhead of your business and must be hand delivered for the attention of Ms. Cathy Baloyi
Lejweleputswa District Municipality,
Supply Chain Management Unit
CNR Jan Hofmeyer and Tempest Road,
Welkom
9460

Enquiries : Mr. PK Pitso

Tel: (057) 391 8933

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the **MBD1, MBD2, MBD3.1, MBD4, MBD6.1, MBD8 & MBD9** can be downloaded from LDM website (www.lejwe.co.za) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.
- Bidders must submit CK 1 or 2 or any form of registration with CPIC
- **Original Tax Clearance Certificate** or **Tax Clearance Certificates of All Partners** (in the case of a joint venture) must be submitted.
- Bidders must be registered on municipal **Database of suppliers**.
- Bidders must submit their latest Municipal account with the address corresponding to the company's address on CPIC registration document or a Lease Agreement
- Bidders are required to, together with their bids; submit original and valid **B-BBEE Status Level Verification Certificate** or Certified copies thereof to substantiate their B-BBEE rating claims with **SANAS Logo, for Exempted Micro Enterprise** must submit a Certificate issued by registered auditors or accounting officers with practice number.

**NB: No quotations will be considered from the person in the service of the state.
No emailed or late quotations will be considered.**

Closing Date: 14 December, 2016 @ 16:00

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