GREATER TZANEEN MUNICIPALITY



SUPPLY CHAIN MANAGEMENT UNIT

QUOTE DESCRIPTION: CONFERENCE PACKAGE FOR INDUCTION OF COUNCILLORS

QUOTE NO: SCMUQ 45/2026

NAME OF BIDDER: …….

AMOUNT R ……..…… VAT incl.

AMOUNT IN WORDS: …….....

….…….....RAND

CLOSING DATE: 27 NOVEMBER 2026 @ 12H00

PART A: MBD1

GREATER TZANEEN MUNICIPALITY

GROTER TZANEEN MUNISIPALITEIT

SUPPLY CHAIN MANAGEMENT UNIT

DEPARTMENT: CORPORATE SERVICES

QUOTE DESCRIPTION: CONFERENCE PACKAGE FOR INDUCTION OF COUNCILLORS

QUOTE NO: SCMUQ 45 /2026

Quotations are hereby invited from interested service provider for the Conference Package for Induction of Councillors at the Greater Tzaneen Municipality. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and municipal website.

Interested bidders must attach proof of the following documents and non – submission may lead to disqualification:

Latest CSD report (not older than 3 months), ID copies for all directors of the company, Company registration (CK). valid tax pin or tax clearance, the venue should be and signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Quote No: **SCMUQ 45/2026, postal address and contact details of the bidder.**

Document will be available at www.greatertzaneen.gov.za **and Supply Chain Office from the date of advert.**

Mandatory requirements: Within the jurisdiction of Greater Tzaneen Municipality.

Closing date:27 November 2026 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.

Bidders shall take note of the following bid conditions:

Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.

a) Specific goals points scored.

b) Council reserves the right not to appoint.

c) No bidder will be appointed if not registered on Central Supplier Database.

d) Contract period of this quote is – once off procurement.

e) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.

Technical enquiries should be directed to Ms B Maake @ 015 307 8034
Administrative enquiries must be directed to Ms N Mogofe @ 015 307 8083

PART B.1
FORM OF OFFER

Quote for contract number: SCMUQ 45/2026

I/We, the undersigned:

Quote for an amount ..... % (vat inclusive) and.

a) Quote to supply and deliver to the Greater Tzaneen Municipality all or any of the supplies of goods described in both Specification and Scheduled of this Contract.

b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.

c) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.

Signed at ……this ……. Day of ……20……

_____

Signature

Name of Firm: _____

Address: _____, _____, _____

State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.

I/We the undersigned am/are authorized to enter into this contract on behalf of:

_____

By virtue of _____

Dated _____ a certified copy of which is attached to this bid.

Signature of authorized person: _____

Name of Firm: _____

Postal Address: _____

_____

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

Failure to sign the form of offer and initialling each page of the document will result in disqualification of the bidder.

Part B. 2
Quote Information

Details of person responsible for bidding process

Name: _____

Contact number: _____

Address of office submitting quote: _____

_____

_____

Telephone: _____

Fax no: _____

E-mail address: _____

Authority for signatory

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

"By resolution of the board of director(s) passed on ____/_____/**20**_____

Mr/ Mrs. _____

Has been duly authorized to sign all documents in connection with the bid for

Contract_____**No**_____

And any contract, which may arise there from on behalf of

Signed on behalf of the company: _____

In his capacity as: _____ **Date:** ____/_____/_____

_____

Signature of signatory

GREATER TZANEEN MUNICIPALITY
GROTER TZANEEN MUNISIPALITEIT
MASIPALA WA TZANEEN
MASEPALA WA TZANEEN

P.O. BOX 24
TZANEEN
0850

TEL: 015 307 8000
FAX: 015 307 8049

SPECIFICATION

SPECIFICATION FOR SUPPLY AND DELIVERY OF CONFERENCE PACKAGE FOR THE INDUCTION OF NEW COUNCILLORS TO BE HELD ON THE 9, 10 AND 11 DECEMBER 2026

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE (VAT EXCL)	TOTAL PRICE (VAT EXCL)
1.	(Breakfast) for 150 people for 3 days On arrival	**150 x 03 days**	**R**	**R**
2.	Conference room (Sound, Including Projector, Sweets, Notepad and Pen) for 150 people for 3 days from 9, 10 and 11 December 2026.	03 days	R	R
3.	2 x Bottled Water for 150 (3 day)	900 (3 Day)	R	R
4.	Lunch and soft drink, Dessert Course (150 x 3 days) (9, 10 and 11 December 2026)	**150 x 3 days**	R	R
			SUB TOTAL	**R**
			VAT@15	**R**
			TOTAL	**R**

NB: THE VENUE SHOULD BE WITHIN THE JURISDICTION OF GREATER TZANEEN MUNICIPALITY

EVALUATION OF QUOTATIONS

NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification (MOV) for specific goals	
Black person as defined in the policy	20		CK, CSD report and Certified Identification documentation	**Tick**
TOTAL	**20**			

PART D

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:
…….

3.2 Identity Number:
…….

3.3 Position occupied in the Company (director, trustee, hareholder[2]):
…….

3.4 Company Registration Number:
……..

3.5 Tax Reference Number:
..……

3.6 VAT Registration Number:
..……

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.……

……

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council.
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces.

(b) a member of the board of directors of any municipal entity.
(c) an official of any municipality or municipal entity.
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

3.9 Have you been in the service of the state for the past twelve months? …**YES / NO**

3.9.1 If yes, furnish particulars……...……..

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES/ NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers?
Principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, Principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, Principal shareholders or stakeholders of this company Have any interest in any other related companies or Business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

…… ……

Signature Date

…… ……

Capacity Name of Bidder

CERTIFICATION

I, the undersigned

(name)……...……

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

…….. ……

Signature Date

……. …….

Designation Name of Bidder