



DR. NKOSAZANA DLAMINI-ZUMA MUNICIPALITY

INVITATION TO QUOTE SERVICE PROVIDER TO PROVIDE OFFSITE STORAGE OF OUR ARCHIVED REGISTRY FILES

QUOTE NO: CORP 050/16/17

REQUEST FOR QUOTES

Quotations are hereby invited from suitably qualified service providers to provide offsite storage of our archived registry files for the Municipality.

The quote will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows: **80 – Price, 20 - BBBEE**. Late or faxed quotes will not be accepted and the Dr. Nkosazana Dlamini-Zuma Municipality reserves the right not to make an appointment. Failure to comply with the above conditions will invalidate your offer.

AVAILABILITY OF DOCUMENTS

Quote documents can be obtained at the briefing meeting that will be held on the **03th February 2017**, at Dr. Nkosazana Dlamini-Zuma Municipality. The cost of the tender document is **R130.00** which is non-refundable.

DOCUMENTS TO BE SUBMITTED WITH THE BID:

- Valid and original tax clearance certificate
- Certified copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Certified copies of ID's
- A certified copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other). A letter of exemption can be obtained from the Municipality for incumbents who do not pay for services together with a letter of proof of residency.
- Certified copy of B-BBEE certificate
- Certificate of approval by the National Archives for offsite storage

CLOSING DATE:

Quotes must be submitted in a sealed envelope clearly marked with the Quote number and closing date and dropped off in the tender box at the **Dr. Nkosazana Dlamini-Zuma Municipality Offices, Main street, Creighton** by no later than the **09th February 2017** at 12H00.

Enquiries may be directed to the following persons during office hours (08:00 – 16:30)

SCM related enquires: Ms. N. Holiwe (033 7023022)

Technical Enquiries: Mrs. L.A. Mark (039 833 1038)



MR. N. C VEZI
MUNICIPAL MANAGER

ENTERED 30 JAN 2017