



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR
ORDERS ABOVE R1,00 BUT LESS THAN R30 000.00**

REFERENCE NO. UEDA/SCM/CC08/2025-2026

**REQUEST FOR A SERVICE PROVIDER TO SUPPLY REFRESHMENT
FOR THE UTHUKELA ECONOMIC DEVELOPMENT AGENCY
STRATEGIC PLANNING**

09 APRIL 2026

uThukela Economic Development Agency is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
1.	Day 1 (16/04/2026) -Tea/coffee @ 08:00 am -Lunch @13:00pm	10
2	Day 2 (17/04/2026) -Tea/coffee @ 08:00 am -Lunch @ 12:00pm	10
	Delivery at Accaciaville, Disaster board room17 progress RD, Ladysmith 3370	
	<u>SPECIAL CONDITIONS:</u> 1. Suppliers are to adhere strictly to the specifications given. 2. Not adhering to the specifications, will result in the quotation not being considered. 3. Faxed or e-mailed quotations will not be accepted. 4. Advert will run for 3 days.	

GENERAL CONDITIONS:

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement).

1. Sealed quotations outwardly marked: **Ref. No. UEDA/SCM/CC08/20252026: Request for a service provider to supply refreshment for the uThukela Economic Development Agency**

Strategic planning. must be addressed to the **Chief executive officer** and placed in the Tender Box, 131 Murchison Street, Ladysmith, **not later than 12H00 on Tuesday,14 April 2026**

2. **MBD1 MBD3.1, MBD4, MBD6.1, MBD 8 and MBD 9** forms must be filled in and submitted **together with the quotation.**
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**
4. In terms of Regulation 6, the allocation of **20 points as per Preferential Procurement Policy Framework Act of 2022** will be applicable.
5. **The 80/20 preference point system in terms of the Municipality's policy will be applicable as follows:**

	Points
Price	80
Specific Goals (20 Points)	
-Race-100% Black Owned	5
-Gender-100% woman Owned	5
-Disability	5
-Locality-Office Based in uThukela District Municipality	5
Total points for price and specific Goal	100

6. Prices quoted must include value added tax if suppliers are registered for VAT, delivery charges and off-loading to the municipal premises.
7. **No bid will be accepted from person in the service of the state.**
8. **Any quote will not necessary be accepted and the Municipality Reserves the Right to Accept the whole or any Part of Any quote.**
9. **A valid SARS tax Pin number must be** submitted together with the document.
10. Prices altered by means of correction fluid **will not** be considered
11. **The document will be available at the Agency office and on the website**
12. **A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
13. **Proof of registration**, on the central supplier database of government.

Enquiries may be directed to: Sne Maphalala Tell: 084 580 4404

Checked by: AW Mathonsi

(Finance Manager)



SB Sibisi
Acting Chief Executive Officer