



To all prospective bidders

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR LOGISTICS ARRANGEMENTS RELATED TO THE OFFICIAL OPENING OF EASTERN CAPE HOUSE OF TRADITIONAL LEADERS.**

Kindly furnish the department with written quotation (s) for the supply of the goods / services as detailed in the enclosed specification (s). The quotation must be submitted on the letterhead of the company.

The following conditions will apply:

1. Price (s) quoted must be valid for at least Sixty (60) days from date of your offer.
2. Banking details must be written on the quotation.
3. Date stamp on the quote is required.
4. Quotation less than R30 000 must have the following SBD forms
  - SBD 4
  - SBD8 and
  - SBD 9
5. The following documents must accompany all the quotations of R30 000 and above, in addition to the SBD forms listed on Paragraph 4 above: SBD 6.1.
  - Certified copy of BBBEE certificate (SANAS accredited) or Sworn affidavit.

**NB: No quotations will be considered from persons in the service of the state and supplier must be registered both on CSD and LOGIS.**

Failure to comply with these conditions may invalidate your offer.

**DELIVERY ADDRESS**

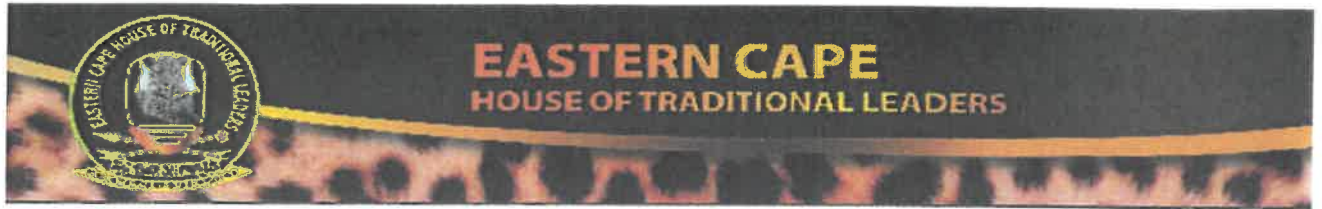
Quotations are to be submitted / deposited in **one (1) sealed envelope marked the "name of the company"** in the departmental bid box situated at the main entrance, foyer of the department not later than **15H00 on 07 February 2020 to:**

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR LOGISTICS  
ARRANGEMENTS RELATED TO THE OFFICIAL OPENING OF EASTERN CAPE HOUSE  
OF TRADITIONAL LEADERS.**

**Department of Cooperative Governance and Traditional Affairs  
Tyamzashe Building  
Phalo Avenue  
Bhisho  
5605**



**Mr. T.C. Ncontso**  
**Supply Chain Management**  
Date: 22/01/2020



Reference No: 7/16/3/1/9	Enquiries: T. Dayile	Tel : 040 -609 940 7525
	Email: Thozama.dayile@eccogta.gov.za	Fax: 040 609 1293
Date: 17 January 2019		Cell: 065 352 7036

**SPECIFICATION: LUNCH FOR 300 INVITED GUESTS WHO WILL BE ATTENDING 2020 HOUSE OPENING ON THE 6<sup>th</sup> OF MARCH 2020**

**MENU**

**MAIN COURSE:**

Roasted vegetables (butternut, rainbow peppers, mushrooms, broccoli, onion) with white sauce and cheese)  
Savoury rice  
Samp with beans  
Creamed spinach  
Potato Salad  
Betroot

**MEAT**

Free range chicken (Umleqwa)  
Beef stew  
Fish (Hake pieces)

**DESSERT**

Malva pudding and Custard  
Fruit Salad

**BEVERAGES / DRINKS (300 Drinks)**

100% Canned Juices Red, White Grapetiser / Appletiser /Minute Maid (x150 cans)  
Tab/Coke Zero and Variety of Fizzy drinks (x150 cans)

**NB: Note: Service providers are required to attach a copy of an approved Certificate of acceptability for food premises. Appointed service providers will be subjected to vetting process.**



**EASTERN CAPE**  
HOUSE OF TRADITIONAL LEADERS

Z. Moss  
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INITIAL & SURNAME  
REQUESTING OFFICIAL

*Z. Moss*  
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SIGNATURE

21/01/2020  
.....  
DATE

V. Mqunika  
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INITIAL & SURNAME  
ASSITANT MANAGER

*V. Mqunika*  
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SIGNATURE

21/01/2020  
.....  
DATE





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	Email: Thozama.dayile@eccogta.gov.za	Fax: 040 609 1293
Date: 17 January 2019		Cell: 065 352 7036

**SPECIFICATION: LUNCH FOR 100 LOC MEMBERS WHO WILL BE ATTENDING OFFICIAL 2020 HOUSE OPENING ON THE 6<sup>th</sup> OF MARCH 2020**

**MENU**

**MAIN COURSE:**

Roasted vegetables (butternut, rainbow peppers, mushrooms, broccoli, onion) with white sauce and cheese)  
Savoury rice  
Samp with beans  
Creamed spinach  
Potato Salad  
Betroot

**MEAT**

Free range chicken (Umleqwa)  
Beef stew  
Fish (Hake pieces)

**DESSERT**

Malva pudding and Custard  
Fruit Salad

**BEVERAGES / DRINKS (100 Drinks)**

100% Canned Juices Red, White Grapetiser / Appletiser /Minute Maid (x50 cans)  
Tab/Coke Zero and Variety of Fizzy drinks (x50 cans)

**NB: Note: Service providers are required to attach a copy of an approved Certificate of acceptability for food premises. Appointed service providers will be subjected to vetting process.**



**EASTERN CAPE**  
HOUSE OF TRADITIONAL LEADERS

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Z. Mase  
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INITIAL & SURNAME  
REQUESTING OFFICIAL

*Z. Mase*  
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SIGNATURE

21/01/2020  
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DATE

V. Mqayulwa  
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INITIAL & SURNAME  
ASSITANT MANAGER

*V. Mqayulwa*  
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SIGNATURE

21/01/2020  
.....  
DATE







Reference No: 7/16/3/1/9	Enquiries: T. Dayile/Zoleka Moss	Tel : 040 -940 7525/7499
	Email: <a href="mailto:Thozama.dayile@eccogta.gov.za">Thozama.dayile@eccogta.gov.za</a>	Fax : 040 609 1293
	Email: <a href="mailto:Zoleka.moss@eccogta.gov.za">Zoleka.moss@eccogta.gov.za</a>	
Date:	17 January 2020	Cell: 0653527036

**SPECIFICATION: REQUEST FOR QUOTATION FOR AN OX – FOR OFFICIAL HOUSE OPENING OF THE HOUSE OF TRADITIONAL LEADERS ON THE 6<sup>TH</sup> MARCH 2020**

**OX - PACKAGE**

- 1 Big OX
- Refrigerator for the OX on arrival
- Transportation of the OX to the ECHOTL
- Cooking of the OX
- 3 x 25L black pots for cooking
- Truck Load of Fire Wood
- 5 X Enamel Dishes
- 8 Big Wooden Spoons
- 3 X Foot stands for pots
- Salts and spices for the OX

**NB: Note: Service providers are required to provide own labours, OX must be at ECHOTL on the 5<sup>th</sup> March 2020 at 10H00. The service provide will be accompanied by an official of the ECHOTL when purchasing the OX**

**Appointed service providers will be subjected to vetting process.**

*T. Dayile*  
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 INITIAL & SURNAME  
 REQUESTING OFFICIAL

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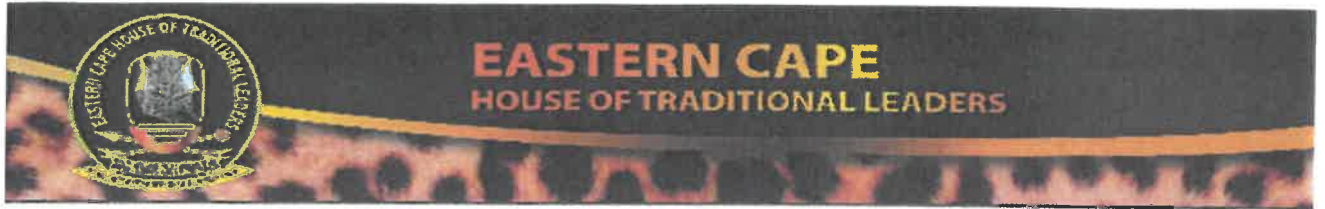
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*V. Mqizuka*  
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 INITIAL & SURNAME  
 ASSITANT MANAGER

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	Email: Thozama.dayile@eccogta.gov.za	Fax : 040 609 1293
Date:	17 January 2019	Cell: 0653527036

**SPECIFICATION: FINGER LUNCH FOR 150 GUESTS – MEMORIAL LECTURE WHICH WILL BE HELD AT BISHO MESSACARE STADIUM ON THE 5<sup>TH</sup> MARCH 2020**

**MENU**

- Tea & Coffee and 500ml X 150 Still water
- Scones, Muffins, Roosterkoek (with Butter, Jam, cheese)
- Snacks (nuts and Chips)
- Samosas, Croissants
- Fruit skewers, mini kebabs
- Cheese grillers, pork sausages, mini pies, mini pizzas.
- Variety of open sandwiches

**Beverage / Drinks (150 drinks)**

- 100% Canned Juices Red, White Grapetiser /Appletiser /minute Maid (x100 cans)
- Tab /Coke Zero and variety of Fizzy drinks (x50 cans)

**NB: Note: Service providers are required to attach a copy of an approved certificate of acceptability for food premises. Appointed service providers will be subjected to vetting process.**

Z. Moss  
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 INITIAL & SURNAME  
 REQUESTING OFFICIAL

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 SIGNATURE

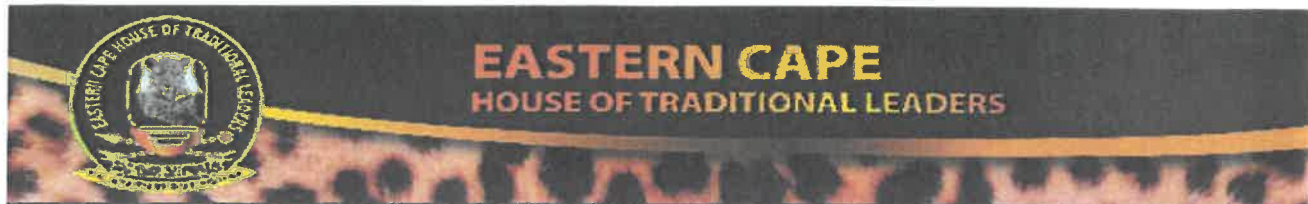
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V. Mqayula  
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 INITIAL & SURNAME  
 ASSITANT MANAGER

*V. Mqayula*  
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21/01/2020  
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**SPECIFICATION: HI-TEA FOR 60 VIP'S - BRIEFING AT THE BOARDROOM WHO WILL BE ATTENDING 2020 HOUSE OPENING ON THE 6<sup>TH</sup> MARCH 2020**

**MENU**

- Tea & Coffee and 500ml X 60 Still water
- Scones, Muffins, Roosterkoek (with Butter, Jam, cheese)
- Snacks (nuts and Chips)
- Samosas, Croissants
- Fruit skewers, mini kebabs
- Cheese grillers, pork sausages, mini pies, mini pizzas.
- Variety of open sandwiches

**Beverage / Drinks (60 drinks)**

- 100% Canned Juices Red, White Grapetiser /Appletiser /minute Maid (x30 cans)
- Tab /Coke Zero and variety of Fizzy drinks (x30 cans)

**NB: Note: Service providers are required to attach a copy of an approved certificate of acceptability for food premises. Appointed service providers will be subjected to vetting process.**

Z. Moss  
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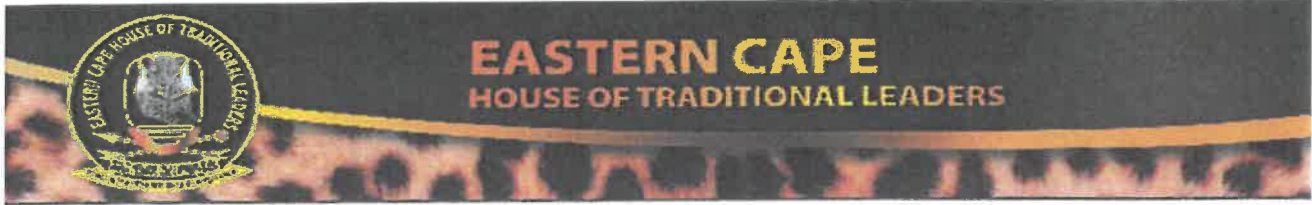
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21/01/2020  
 .....  
 DATE

V. Mqunika  
 .....  
 INITIAL & SURNAME  
 ASSISTANT MANAGER

*[Signature]*  
 .....  
 SIGNATURE

21/01/2020  
 .....  
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Reference No: 7/16/3/1/9	Enquiries: T. Dayile	Tel: 040 -940 7525
	Email: Thozama.dayile@eccogta.gov.za	Fax: 040 609 1293
Date: 17 January 2020		Cell: 065 952 7036

**SPECIFICATION: REQUEST OF STILL WATER FOR THE VIP'S AND MASSESS WHO WILL BE ATTENDING 2020 HOUSE OPENING ON THE 6<sup>th</sup> OF MARCH 2020**

**500ml X 700 BOTTLES OF STILL WATER**

T. Dayile  
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 REQUESTING OFFICIAL

  
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 SIGNATURE

21/01/2020  
 .....  
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V. Mqunlwa  
 .....  
 INITIAL & SURNAME  
 MANAGER

  
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 SIGNATURE

21/01/2020  
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 DATE



**EASTERN CAPE**  
HOUSE OF TRADITIONAL LEADERS

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Date:	17 January 2019	Cell: 0653527036

**SPECIFICATION: LUNCH FOR DRY RUN ON THE 5<sup>TH</sup> MARCH 2020 TO BE PREPARED FOR-180 MEMBERS OF THE HOUSE OF TRADITIONAL LEADERS AND LOC MEMBERS**

**LUNCH**

**MAIN COURSE:**

- Roasted vegetables (butternut, rainbow peppers, mushrooms, broccoli, onion) with white sauce and cheese)
- Savoury rice
- Samp with beans
- Creamed spinach
- Potato Salad
- Betroot

**MEAT**

- Free range chicken (Umleqwa)
- Beef stew

**BEVERAGES / DRINKS (180 Drinks)**

- 100% Canned Juices Red, White Grapetiser / Appletiser /Minute Maid (x100 cans)
- Tab/Coke Zero and Variety of Fizzy drinks (x80 cans)

**NB: Note: Service providers are required to attach a copy of an approved certificate of acceptability for food premises. Appointed service providers will be subjected to vetting process**

*T. Dayile*  
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**INITIAL & SURNAME**  
**REQUESTING OFFICIAL**

*[Signature]*  
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**SIGNATURE**

*21/01/2020*  
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**DATE**

*V. Mqunlwa*  
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**INITIAL & SURNAME**  
**ASSITANT MANAGER**

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