



**TO ALL PROSPECTIVE BIDDERS**

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR LOGISTICS ARRANGEMENTS RELATED TO THE OFFICAL 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
  - SBD 8 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 19 February 2021 to:

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



**FROM: Zoleka Moss**

**TEL NO: 040 609 1000 OR 1171**

**FAX NO: 040 9407499/0710093364**

**Email: Zozo.moss@eccogta.gov.za**

**REQUEST DECORATION OF TENT FOR 50 VIPS ATTEND OPENING OF THE HOUSE ON THE 09 MARCH 2021.**

**Specification for VIP Tent – colours (Gold, Black and Leopard print)**

1. Chair covers and tie rings
  2. 5 Table clothes
  3. Overlay x 5
  4. 5 Centre pieces
  5. 50 Napkins
  6. Roof and walls draping
  7. 50 Crockery, cutlery, bowls and high ball glasses
  8. 50 Plates
  9. 50 golden plate
- **To be done on the 09 March 2021 at the EC HOTL In Bisho**
  - **Service provider will be responsible for the safety of the tent**
  - **Tent must have compliance certificate**



**FROM: ZOLEKA MOSS**

**TEL NO: 040 940 7499/0710093364**

**Email: Zozo.moss@eccogta.gov.za**

**REQUEST QUOTATION OF TENT FOR 100 VIP TO ATTEND OPENING OF THE HOUSE ON THE 09 MARCH 2021.**

- Marquee Tent accommodating 100 people seated in tressels tables
  - Tressels x 10
  - Chairs x 50
  - Tresses table x 4 (with table clothes for serving points)
  - Signage Exit signs x4
  - EDD 12cm Fire extinguisher x2
  - Structural Certificate
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- **To be erected on 08 March 2021 at the EC HOTL In Bisho.**
  - **Service provider will be responsible for the safety of the Tent**
  - **Structural engineering Certificate to be Issued within 2 hours before the event starts**