



STEVE TSHWETE LOCAL MUNICIPALITY

Your ref.

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MIDDELBURG, MPUMALANGA

21.04.2011

1050

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www.stevetshwetelm.gov.za

INVITATION TO QUOTE:

According to Section 18 (a) of the Steve Tshwete Municipality Supply Chain Management Policy.

CORPORATE SERVICES DEPARTMENT

QUOTATIONS FOR DECORATIONS FOR BUDGET & POLICY SPEECH – 05.05.2011

VENUE: Themba Senamela Stadium (Mhluzi)

GUESTS: 350

The following will be expected from the service provider:

1. Draping to be done in a marquee (56 x 22 meters)
2. Tablecloths (round tables)
3. Table cloths - white (rectangular tables x20)
4. Overlays
5. Chair Covers
6. Fresh Flowers on every table
7. Table Decorations(serviettes, under plates,2 jugs for juice per table, wine glasses, cold drink glasses, cutlery)
8. Red Carpet 30 metres
9. Colour (To be confirmed)
10. Table Numbers

GENERAL NOTES

1. Written quotations should be submitted to the office of the Executive Manager: Corporate Services, Room C318, Second Floor, Civic Centre, Wanderers Avenue, Middelburg, Mpumalanga or faxed to 013 243 2550 not later than **12:00 on the 29th of April 2010**.
2. Tax Certificate must be included.
3. The following requirements apply to all prospective service providers:
 - Service provider not registered with council must log on to www.stevetshwetelm.gov.za or visit Mr. Jabu Mahlangu at the Municipal Stores at Corner Protea and Kerk Street, Middelburg, to get the forms and submit a completed enlistment application before submitting the quotation.
4. The Council is not bound to accept the lowest or any quotation.
5. For any queries, please contact Lebo Thwala, telephone (013) 249 7150.