



HOUSING COMPANY TSHWANE

Tel:+27 12 358-4469 | Fax: +27 86 214 8895 | P O Box 11586, The Tramshed, PRETORIA, 0126

Shop 7 & 8, Ground Floor, Bothongo Plaza West , 271 Francis Beard Street, Pretoria

REQUEST FOR QUOTATION:

CHAIRING INTERNAL DISCIPLINARY HEARING

Date: **06 March 2014**

Dear Sir/Madam,

1. Housing Company Tshwane requests your price quotation for the item(s) specified in this request for quotation (RFQ).
2. Your quotation should be received on or before **16h00**-hrs on 14 March 2014 either by email or by hand delivery at the following address given below:

Email address: AyandaMa@tshwane.gov.za

Address for hand delivery:

271Bothongo Plaza West

Shop 7&8 ground floor

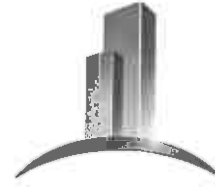
Francis Beard Street

Pretoria

0216

3. Quotation(s) not being sent by Email should be enclosed in an envelope that should be sealed and addressed to the address given above.

- 3.1. It is the exclusive responsibility of the bidders to ensure that the email / sealed envelope containing the quotation reaches the above address before the time and date indicated in paragraph 2, If delivered by hand, The quotation must be delivered during working hours of Housing Company Tshwane –Monday through Friday 07h30hrs-16h00hrs or during the time that has been specified by Housing Company Tshwane and except for holidays being observed by Housing Company Tshwane. Proposals received after the above mentioned closing time or deadline will be rejected.
4. Quotations should remain valid for a period not less than 30 days after the deadline date specified for submission.
5. Quotation(s) should be sent by completing the price schedule at annexure 1 enclosed. **You may also reply by sending a quotation on your own letter head**, but the terms and conditions specified in the RFQ will take precedence over any terms and conditions stated in your quotation.
6. Quotations shall give a comprehensive description of the proposed service and or items supplied.
7. The rates quoted should be fixed for the duration of the contract period and should not be subject to adjustment on any account.
8. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive to the stated RFQ requirements.
- 8.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation(s) and to cancel the bidding process or reject all quotation at any time prior to the award of the contract.
9. The normal payment terms of Housing Company Tshwane are 30 days upon satisfactory delivery of goods or services and acceptance thereof by Housing Company Tshwane.
10. We look forward to receiving your quotation and Thank you for your interest in supplying Housing Company Tshwane.

ANNEXURE 1**HOUSING COMPANY TSHWANE****Price Schedule**

Sr.No/ Un.No	Description of Items required	Quantity (day)	Day fee	Total price
1	Chief Executive Officer internal disciplinary hearing.	5		
2	Hearing judgement	3		
3	Hourly Fee (Work over and above points 1 and 2)			
	Grand total :			
	Grand total in words :			

By returning this price schedule, we the undersigned hereby undertake to supply and deliver to the destination(s) indicated, the stated supplies, work, services or labour as specified in this RFQ in such quantities and such time as may be required.

Name & Signature of the person completing this request:

Name: _____ Signature: _____ Date: _____

Vendor Comments if any: