



# SETSOTO

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
MASEPALA WA LEHAE

## Head Office

P.O. Box 116  
Voortrekker Street  
FICKSBURG  
9730  
Tel: (051) 933 9300  
Fax: (051) 933 3321

## FINANCIAL SERVICES DEPARTMENT

P.O. Box 116  
FICKSBURG  
9730  
Tel: (051) 933 9356 Fax: (051) 933 9373  
e-mail: finance@setsoto.co.za

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All correspondence address to Head Office /Alle korrespondensie gerig te word aan Hoofkantoor /Mangolo ohle a lebiswe Ntlokolo

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Date: 19 August 2010

## REQUEST FOR QUOTATIONS

1. In terms of section 17 of its adopted Supply Chain Management Policy Setsoto Local Municipality would like to request formal written Quotations from professional service providers for the following projects:

**1.1 Conducting risk profile and design of mitigating internal control procedures (Financial services department)**

**1.2 Customer care management training for approximately 200 people (Composition includes, Credit Control Staff members, Meter readers, and CDW's)**

2. The following documentation should be attached together with the quotation

**2.1 Service provider's company name**

**2.2 Service provider's VAT number (If applicable)**

**2.3 Original tax clearance**

**2.4 Brief profile of a similar work clearly outlining the number of years experience and contact references**

3. Please note that failure to comply with the conditions set out in paragraph 2 may result in your quotation not being considered.
4. The Quotations should be submitted (subject to paragraph 2) to the following address on or before **27 August 2010**:

**27 Voortrekker Street (Municipal Building)  
Setsoto Local Municipality  
Office of the Chief Financial Officer  
P O Box 116  
Ficksburg  
9730**

5. All quotations received after the closing date shall not be considered.
6. All enquiries should be directed to the Office of the Chief Financial Officer @ 051 933 9301
7. The Council does not bind itself to accept the lowest or any quotation, and reserves the right to accept any quotation in whole or in part

**BJ Mthembu**  
**Municipal Manager**