

18 August 2026



JOE MOROLONG
LOCAL MUNICIPALITY

Quotation Name: Invitation to bid for Training Venue and catering for a fixed period(see attached schedule)

Quotation No : Q 04, 18/08/2026

Joe Morolong Local Municipality invites interested registered service providers to quote for the above:

Quotations Closing

Date: 27 August 2026

Time: 09:00

Venue: Joe Morolong Local Municipality Office –Tender Box

Street Address: Churchill Village, D320 Cardington Road

**JOE MOROLONG
LOCAL MUNICIPALITY
REGISTRY**

2026-08-18

**PRIVATE BAG X117
MOTHELESTAD 8474**

Documents Required:

- MBD Forms (1, 4, 8, & 9) for all Directors
- Registered with Joe Morolong Supplier Vendor Database, if not, a Vendor Registration form must accompany the submitted quotations (Available on the Municipality's website).
- Registered with CSD (Quote CSD Number)
- CIPC Cor 14.3
- Proof of rates & taxes from relevant authority for all addresses listed on the CSD & CIPC of the company (not older than 3 Months)
- Proof of rates & taxes from relevant authority of all directors as listed on CIPC (not older than 3 Months – Proof should correspond with the address on the CIPC Document)
- Valid South African Revenue Services (SARS) Tax Pin.

***Failure to submit any of the above-mentioned documents, will result in the quotation being non-responsive.**

Contact Person

Ms K Sebotho 053 773 9342 & Mr T Molaolwe 053 773 9328/ 082 839 3053

The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be deposited into the Tender Box, not later than the prescribed time and date. The quotation will be evaluated in accordance with the Joe Morolong Local Municipality's Supply Chain Management policy, preferential Procurement Policy Framework Act No 5 of 2000 and the preferential procurement regulations, 2022. Using the 80/20 points system where the 20 points will be allocated to a specific goal of the municipality (locality). Validity period of this quotations 30 Days.

NOTE: Emailed, Faxed or late quotation submissions will not be accepted. Please note that only vendors that are currently registered in the Joe Morolong Local municipality Data Base and CSD can submit quotations for this advert.

Mr O. Ramukhuvhathi

Acting Chief Financial Officer

Mrs B.D Motlhapeng

Municipal Manager

SPECIFICATIONS:

The municipality invites bidders who will be able to provide the below services:

1. **Training Venue, within 25km radius of Joe Morolong Local Municipality** (with access to a projector)
2. **Catering services** (bidder to propose menu per day, as per below menu guide – on the company's letterhead):

Breakfast:

Sandwich
Muffins
Tea
Coffee

Lunch:

1 x Starch
1 x Protein
1 x Salad

Beverages:

300ml assorted soft drinks
300ml assorted juice

***Mix of both soft drinks and juice to the total number of attendees**
500ml Still bottled water (2 x number of attendees per day)

***Quotation for Catering must be priced in the following structure: Breakfast, Lunch Plate, Assorted soft drink (Priced separately), Assorted juice (Priced separately) and still bottled water (Priced separately)**

The services stated above will be needed for the following dates:

Dates	Number of attendees
31 August 2026 – 03 September 2026	17
12 - 15 October 2026	20
09 – 12 November 2026	21
07 -10 December 2026	16
18 - 21 January 2027	16
22 - 25 February 2027	16
22 – 24 March 2027	19
19 – 22 April 2027	20

***The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be deposited in the tender box situated at the Municipality's reception area, not later than the stated time and date.**

