



REQUEST FOR QUOTATIONS

ASSISTANCE TO REVENUE DIVISION

SCM CONTACT PERSON	Mr P Dyonase
TELEPHONE NUMBER:	(051) 673-9600
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REFERENCE:	SCM/MOH/35/2014
DESCRIPTION	ASSISTANCE TO REVENUE DIVISION
CLOSING DATE:	04/06/2014
CLOSING TIME:	12:00
COMPULSORY SITE MEETING :	No
SITE MEETING VENUE	N/A
SITE MEETING DATE	N/A
SITE MEETING TIME	N/A
PUBLIC OPENING	No

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations 2011. It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.

Objective: To ensure that no audit qualification in respect of Revenue Management is received in respect of the 2012/13 AFS.

Services required: In respect of the 2012/13 audit findings – Analyse all matters as set out in the SLA, various communications, management report and AG report and implement an action plan.

The following conditions will apply:

- The bids will be evaluated on functionality
- Evaluation criteria and weight:

Functionality:

Service Provider: Qualifications 20, Experience 20. Person on site: Qualifications 30. Applicable Experience: 20, Knowledge of the SEBATA system: 10.

Principal on site - Qualifications 50. Experience: 40, Knowledge of the SEBATA system: 10.

- Experience: Preference given to municipal experience. Qualifications vary from Grade 12 to CA and/or IMFO with Hon. Degree.
- Minimum score: 85points to advance to the next phase.
- Price will be based on the all-inclusive hourly tariff submitted. Price(s) quoted must be valid for at least thirty (30) days from date of your offer. Price(s) quoted must be firm and must be inclusive of VAT.
- A Service Level Agreement need to be completed, signed and properly initialed by the client with the submission of the quotation. (Can be obtained from the Supply Chain section)
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and if claimed, the relevant certificate must be submitted.
- Forms MBD 4 (Declaration of Interest) and MBD 8 (Declaration past practices) must be scrutinised, completed and submitted together with your quotation. (Can be obtained from the Supply Chain section)
- The onus is on the service provider to ensure that the quotation is received by the municipality before or at the date and time set out.

Services to be on site, spread over a minimum of evenly spread cycles.

Price to include all travel costs and disbursements. Accommodation will be provided..

NB!!

Compulsory Documentation to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

Please deposit Quotation in the Quotation box situated at the Municipal Offices.

NB!!

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Failure to comply with the above **will invalidate** the Quotation.

Attach all required documentation e.g. Tax Clearance and BBBEE certificate.

Vendors Registration:

Prospective Vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

NB: No quotations will be considered from persons in the service of the state

**MSCM Regulations: "in the service of the state" means to be –*

(a) a member of –

(i) any municipal council

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature

Yours Faithfully

Mr T.C Panyani
Municipal Manager