



MOGALAKWENA MUNICIPALITY

ADVERTISEMENT

ADVERT DATE: 28 SEPTEMBER 2016

CLOSING DATE: 07 OCTOBER 2016

CLOSING TIME: 12H00

REQUEST TO SUBMIT QUOTATIONS NOTICE: 145/2016

MUNICIPAL MANAGER

The Mogalakwena Municipality hereby invites service provider to provide the following service.

SPECIFICATION FOR SERVICE PROVIDER TO ESTABLISH WARD COMMITTEE 2016-2021

THE SCOPE OF WORK

1. Advertise community meeting in all 32 wards
2. Preside over all election meetings
3. Follow guideline on ward committee establishment framework to the public
4. Provide video capturing on all ward committee elections meetings
5. Submit attendance register of all meetings
6. Submit detail report of the work done
7. Mogalakwena Municipality has 32 wards of which each ward must elect 10 ward committee members
8. Total number of ward committees (should be 320)
9. Timeline for this work 20 days after the appointment of service provider
10. Provide loud hauling before election's meeting convened

The project will be evaluated based on functionality, price and preference:

Quality evaluation

- Experience in similar nature of work (Reference letters must be attached otherwise no points will be given)
5 years and above= 40
3 to 4 years = 30
1 to 2 years= 10
- Number of similar projects completed (Letters of reference must be attached otherwise no points will be given)
10 projects and above= 40
5 to 9 projects= 20
4 projects and below= 10
- Accreditation with LGSETA=20

The service provider must score a minimum of 60 out of 100 in order to be considered for further evaluation.

THE FOLLOWING CONDITIONS SHALL APPLY:

- **Prospective Bidders should be registered on Central Supplier Database (CSD).**
- Quotations must be accompanied by:
 1. valid Tax clearance certificate; (Tax compliance status pin issued should also be attached for new tax clearance certificate issued)
 2. Company registration certificate, CK1, CK2 etc.
 3. ID Copies of the shareholders
 4. B-BBEE status level certificate from an accredited agency, auditors or accountants/Sworn Affidavits
 5. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website www.mogalakwena.gov.za and procurement office (stores).
- Quotation which are submitted in the **wrong tender box, faxed, e-mailed** and **submitted after the closing time** will not be considered.
- Only quotations deposited in the tender box will be accepted.
- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the specification
- Any alterations on the quotation must be initialed.
- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.

- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- All awards are subject to the user division confirming the sample.
- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Fixed prices must be valid for thirty (30) days.
- **VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.**
- Suppliers must be in a position to deliver within 14 days upon receipt of official order.
- Quotations will be evaluated on a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBBEEA 2003 and preferential procurement regulations 2011.
- Sealed quotations in sealed envelope written the notice number and/or description of service must be deposited in the Tender box to the Supply Chain Management Unit at 07 Retief street Mokopane (Cnr. of Fourie and Retief Street - STORES BUILDING) between 07h30-16h30 (excluding between 13h00-14h00).

All technical queries regarding these specification should be directed to Mr. Phillip Molokomme in the Speaker's Office at 015 491 9607 or 082 304 6851 and all administrative queries to Ms. Moyahabo Rasekgala in the Procurement office at 015 491 9662/9650/9731

MP NAKE
 Acting Municipal Manager
 54 Retief Street
 Mokopane
 0600