



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR  
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

**REFERENCE NO. UTDM/SCM/1216/2019**

**APPOINTMENT OF SERVICE PROVIDER ASSIST WITH SUPPLY  
CHAIN MANAGEMENT FINANCIAL REPORTING FOR UTHUKELA  
DISTRICT MUNICIPALITY**

**04 JUNE 2019**

UThukela District Municipality is hereby invites quotations from qualified and experienced service provider for the following:

<b>Item No.</b>	<b>Specifications</b>	<b>Quantity</b>
<b>1.</b>	Voucher Audit for all SCM processes	1 month
<b>2.</b>	Compiling of irregular expenditure report	1 month
<b>3.</b>	Skills transfer	1 month
	<p><b><u>SPECIAL CONDITIONS:</u></b></p> <ol style="list-style-type: none"> <li><b>1.</b> Suppliers are to adhere strictly to the specifications given.</li> <li><b>2.</b> Not adhering to the specifications, will result in the quotation not being considered.</li> <li><b>3.</b> Service provider must be based within uThukela district municipality offices</li> <li><b>4.</b> Service provider must transfer skills during the contract period.</li> <li><b>5.</b> Faxed or e-mailed quotations will not be accepted.</li> <li><b>6.</b> 7 days urgent</li> </ol>	

## UTHUKELA DISTRICT MUNICIPALITY

### GENERAL CONDITIONS:

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room G51.

1. Sealed quotations outwardly marked: **Ref. No. UTDM/SCM/1216/2019:** , **must be addressed to:** Executive Manager Supply Chain Management LT Ngwenya and placed in the Tender Box, 36 Lyell **Appointment of service provider assist with supply chain management financial reporting for uThukela District Municipality** Street, Ladysmith, **not later than 12H00 on Wednesday, 12 June 2019.**
2. **MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8** forms must be filled in and submitted **together with the quotation.**
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**
4. In terms of Regulation 6, the **80/20 preference point system will be applicable**, with 80 points for Price and 20 Points for B-BBEE Status Level of Contribution.
5. Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.
6. **Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
7. **Certified Copy of Sana's:** B-BBEE Certificated or **Sworn Affidavit /Proof of Exemption must** be included in the Bid document.
8. **A valid original Tax clearance certificate/Tax compliance Status Pin must be** submitted together with the document.
9. Prices altered by means of correction fluid **will not** be considered
10. **Preference will be given to Database Suppliers**
11. **A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
12. **Proof of registration, on the central supplier database for Government (CSD)**

### **13. Local production and Content:**

**9.(1) An organ of state must, in the case of designated sectors, where in the award of tenders local production and content is of critical importance, advertise such tenders with a specific tendering condition that**

**only locally produced goods, services or works or locally manufactured goods, with stipulated minimum threshold for local production and content will be considered.**

**14.Pre-Qualification:**

**Only tenderers with B-BBEE Level 1 will qualify.**

**Enquiries may be directed to: Mr LT Ngwenya Tell: 066 475 1499/036 6385183**



**SN KUNENE  
MUNICIPAL MANAGER**

UTHUKELA DISTRICT MUNICIPALITY