



NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

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REQUEST FOR QUOTATION (RFQ) FOR: PROVISION OF GRADING AND QUALITY CHECK SERVICES ON CRAFTER GARMENTS FOR SIX SMME'S.

The Ntabankulu Local Municipality requests your quotation with regards to the **PROVISION OF GRADING AND QUALITY CHECK SERVICES ON CRAFTER GARMENTS FOR SIX SMME'S.**

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	20 FEBRUARY 2020
RFQ NUMBER	NLM/RFQ/PGQCCG/2019/2020
DESCRIPTION OF GOODS/SERVICE	PROVISION OF GRADING AND QUALITY CHECK SERVICES ON CRAFTER GARMENTS FOR SIX SMME'S.
CLOSING DATE AND TIME:	05 MARCH 2020 AT 12H00
ENQUIRIES	071 613 8996- N. Ndlaku - Technical Enquiries 082 786 0772- O. Mdudi – SCM Related

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

SPECIFICATION :

- a) Sketch designs
- b) Sewing of garments
- c) Construct patterns
- d) Fabric selection
- e) Grading of crafters and fashion designers
- f) Perform quality check and report

In order to be eligible for the appointment:-

- The applicant must be in position of a Fashion Design qualification (Diploma or Degree or N6 Certificate) from a recognised and accredited institution.
- Either plan to start, or have a fashion business in the District, province or nationally.
- Provide a minimum of two (2) high resolution pictures of your garments; Ideally work that best reflects the product focus and market segment targeted by the Ntabankulu Municipality
- If called back for an interview plan to show at least these samples but preferably more.
- The prospective service provider must provide proof of previous related work experience (at least three references.
- The attendees must be issued with a certificate.

NB: Please note that this is a full-time programme that will require full time participation for period of 6 Months.

CHECKLIST

RFQ NO. __ NLM/RFQ/ PGQCCG /2019/2020

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

1.	Original Tax Clearance Certificate/ SARS Pin number certificate	
2.	MBD 4: Declaration of Interest	
3.	MBD 9: Certificate of Independent Bid Determination	
4.	MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
5.	Certified Copy of BBBEE certificate	
6.	Certified ID Copy/s of company directors	
7.	All alterations have been signed	
8.	Quotation is signed	

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9.	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property
10.	All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.

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

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit..
4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy. Submission of a Quotation can be dropped in a box clearly marked "**Provision of Grading and Quality Check Services on on Crafter Garments For Six SMME'S.**" at the reception at Ntabankulu Local Municipality, in Ntabankulu.
8. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by,



O. Mdudi
SCM-Manager

Recommended by,



X.N. Venn
CFO

Approved by,



L. Nonyongo
Municipal Manager