



**BID NOTICE AND INVITATION TO BID
BID NO : NLM/ BTO/PVRS/2020/2021**

PROVISION OF VAT RECOVERY SERVICES FOR NTABANKULU LOCAL MUNICIPALITY

Bids are hereby invited for the Provision of VAT Recovery Services for the Ntabankulu Local Municipality for a period of 24 months.

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session. A non-refundable cash payment of R424.00 or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document. EFT payments can also be made to the Municipality on the following details:

- Account Name: Ntabankulu Local Municipality
- Cheque Account Number: 62233334250 (First National Bank)
- Branch Code: 250035
- Reference: VRS & Company Name

A compulsory briefing meeting/session has been scheduled for 09 October 2020 at 11:00 at Ntabankulu Municipal Hall

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked "PROVISION OF VAT RECOVERY SERVICES: BID NO : NLM/ BTO/PVRS/2020/2021 in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on 16 October 2020, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. Under no circumstances will late tenders be accepted.

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid Tax SARS compliance pin
- Proof of company registration
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Company profile will all completed projects, CV's of Employees

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1	B-BEE STATUS LEVEL CONTRIBUTOR
20	NUMBER OF POINTS

The primary criteria in selection will be cost and BBBEE status level of contribution. 90/10 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 90 points shall be for Financial Offer and 10 points for the BBBEE level contributor which will be evaluated as follows:

Criteria	Points
Proven experience (with traceable references where the company has assisted the municipalities in recovering VAT) Appointment letters and completion certificates/project close-out reports will serve as proof of experience.	30
4 projects and above = 30 points 3 projects = 20 points 2 projects = 10 points	
Minimum of 1 Chartered Accountant registered as Tax Practitioners	25
Project implementation methodology focusing mainly on skills transfer	30
Reputation for good services from four of the previous clients by means of written proof	15
TOTAL	100

Functionality will be evaluated based on capacity and experience and bidders who failed to score a minimum functionality assessment of 70% will be considered non-responsive and not evaluated further.

- Appointment letters and proof of project completion/progress report from 2 traceable references
- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non-registration will be regarded as non-responsive and be disqualified from the bid.
- Failure to submit the mandatory document will deem the tender non-responsive and it will not be evaluated further.

2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to **XN Venn at 071 273 8746** or **Mr O. Mduki 082 786 0772** or on email **mdudio@ntabankulu.gov.za** during office hours i.e. between 08h00 and 16h30.

Requested by

N. Mduyana

Bid Specification Chairperson

Recommended by

X.N.Venn

CFO

Approved by

L. Nonyongo

Municipal Manager