



## NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

### **REQUEST FOR QUOTATION (RFQ): SUPPLY AND DELIVERY OF PROOF OF RESIDENCE BOOKS AND LEAVE BOOKS FOR A PERIOD OF 12 MONTHS.**

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

### **SUPPLY AND DELIVERY OF PROOF OF RESIDENCE BOOKS AND LEAVE BOOKS FOR A PERIOD OF 12 MONTHS**

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	19 July 2021
RFQ NUMBER	NLM/CPS/PRBLB/2021/2022
DESCRIPTION OF GOODS/SERVICE	<b>SUPPLY AND DELIVERY OF PROOF OF RESIDENCE BOOKS AND LEAVE BOOKS FOR A PERIOD OF 12 MONTHS</b>
CLOSING DATE AND TIME:	27 July 2021 AT 12H00
ENQUIRIES	076 464 7161/ <a href="mailto:komanisiz@ntabankulu.gov.za">komanisiz@ntabankulu.gov.za</a> – Miss. Z. Komanisi Technical Enquiries or  082 786 0772 <a href="mailto:mdudio@ntabankulu.gov.za">/mdudio@ntabankulu.gov.za</a>  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

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

Original Tax Clearance Certificate or SARS Pin number certificate	
MBD 4: Declaration of Interest, must be signed between the opening and closing date	
MBD 9: Certificate of Independent Bid Determination, , must be signed between the opening and closing date	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice , must be signed between the opening and closing date	
Copy of BBBEE certificate	
Certified ID Copy/s of company directors	
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.	
Signed Quotation and must be valid for 90 days.	
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 within urban area.	
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 <a href="https://secured.csd.gov.za">https://secured.csd.gov.za</a> . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	
Service Providers must platinum resellers of Cibecs	

**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.

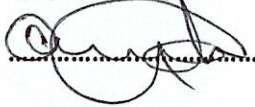
#### CONDITIONS

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 inclusive 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 and must be valid for 90 days.
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.
8. Submission of a Quotation can be dropped in a box clearly marked **"Supply and delivery of Proof of Residence Books for a period of 12 months"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager

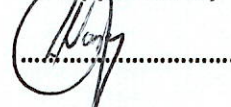
Recommended by



X.N. Venn

CFO

Approved by



L Nonyongo

Municipal Manager

## 5. SPECIFICATIONS

### GOOD QUALITY SPECIFICATION

<b>PRODUCT</b>	<b>SPECIFICATION</b>	<b>QUANTITY</b>
NLM Proof of Residence	-Ward 1-19 -Carbonised -100 pages -Serial numbers	1
NLM Leave application book	-100 pages - Carbonised -Perforation	1