



## REQUEST FOR QUOTATIONS

DATE: 5 OCTOBER 2012

SCM CONTACT PERSON	Sanette van Wyk
TEL. NO:	035 907 5774
FAX NO:	035 751 1832 / 035 907 5501
REFERENCE:	DPR242904
DESCRIPTION	QUOTATIONS FOR FUNDING OPPORTUNITIES
CLOSING DATE:	15 OCTOBER 2012
CLOSING TIME:	12H00
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	
TEL. NO:	
SITE MEETING :	No
SITE MEETING VENUE	
SITE MEETING DATE	
SITE MEETING TIME	
PUBLIC OPENING	Yes

### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000**

*This request for quotation is subject to the terms of Council's Preferential Procurement Policy, It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from Council's Web site [www.richemp.org.za](http://www.richemp.org.za)).*

**NB !! VALID BBBEE CERTIFICATES TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATIONS!**

You are hereby invited to submit a Quotation for the following requirements of the Umhlathuze Municipality

### **CALL FOR QUOTATIONS: FUNDING OPPORTUNITIES**

The uMhlathuze Municipality is committed to contribute to poverty alleviation and job creation. Suitably qualified service providers are therefore invited to submit quotations to pursue funding opportunities on behalf of the uMhlathuze Municipality from, amongst others, National Treasury, the Development Bank of South Africa (i.e. the Jobs Fund) and the Department of Trade and Industry funding avenues.

Specific attention has to given to the following objectives:

- Projects and Programmes to be funded have to be linked to the Municipal IDP.
- Barriers to job creation have to be overcome by the project or programmes identified for funding intervention.
- Projects and Programmes identified can be co-financed by private, public and non-government organizations.

- Project and Programme types could include enterprise development, infrastructure development, skills training and job placement as well institutional capacity building.
- Projects and Programmes should be innovative.

The preferred service provider will be required to undertake the following:

1. Compile a comprehensive list of funding avenues that can be accessed that suite the above objectives.
2. Compile a detailed record of the respective application processes, including submission closing dates and requirements.
3. Identify the six most viable projects or programmes (linked to the Municipal IDP) in consultation with the Municipal Management.
4. Pursue the application process from project/programme identification to the submission of final detailed applications.

Prospective service providers are required to provide a proposed project programme and details of suitable experience and success to the Office of the Deputy Municipal Manager: City Development by no later than 12h00 on 15 October 2012. Submission details are provided on the municipal website: [www.richemp.org.za](http://www.richemp.org.za)

**DR N J SIBEKO**

## **MUNICIPAL MANAGER**

DMS 822300

**Compulsary Documentation** to be attached to Quotation

**NB!!** Failure to submit valid documents as specified below, will invalidate the offer.

<b>DESCRIPTION</b>
<b>TAX CLEARANCE CERTIFICATE</b>
<b>BBBEE CERTIFICATE</b>

Please furnish by return fax (035 7511 832) or deposit Quotation in the Quotation box situated at the Supply Chain Management Unit.: end of Betastraat, Alton.,

## **NB !!**

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp  
Failure to comply with the above **will invalidate** the Quotation

Attach all required documentation eg. Tax Clearance, BBBEE , Certificate for Food acceptability etc.)

## **Vendors Registration:**

Prospective Vendors, who are not yet registered on Councils Vendors Database, must submit a completed Vendors application form to Council's Supply Chain Unit on, or before the Quotation closing date.

**No Orders may be issued if a Vendor is not registered on Council's Vendors Database.**

## **Should you be successful, please ensure that the following information appears on your invoice.**

Council's VAT registration number: 4690193521

The following must also appear on your tax invoice:

- The words "TAX INVOICE" for VENDORS and "INVOICE" for Non- Vendors in a prominent place
- Name, address and VAT and company registration number of the supplier;

- o Name, address and VAT registration number of the Municipality;
- o Invoice number and date of issue;
- o Accurate description of goods and/or services
- o Quantity or volume of goods or services supplied; and
- o Price & VAT .

In addition to the above requirements, the following requirements must also be met:

- o Valid Order number or Tender no.
- o Supplier banking details

**Please ensure that your quotation provides for the following:**

- (a) Delivery to : Stores & Procurement Section, Betastraat, Alton, Richards Bay
- (b) Price(s) quoted must be firm and must be exclusive of VAT
- (c) All relevant discounts and conditions must be indicated
- (d) All goods supplied must be new and of the latest design.
- (e) If quotation exceeds R30 000.00 (VAT incl.) , the successful bidder will be required to submit a valid tax clearance certificate prior to the order being placed

**NOTE: “Council may not necessarily accept the lowest, or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made.”**

**DECLARATION OF INTEREST**

1. No tender /quotation will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of a invitation to tender or quotation. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons connected with or related to persons in service of the state, **it is required that the Vendor or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.**
3. In order to give effect to the above, the following questionnaire must be completed **and submitted with this Application.**

3.1 Full Name (Vendor or Authorised Representative **as mentioned above**)

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3.2 Identity Number : .....

3.3 Company Registration Number : .....

3.4 Tax Reference Number : .....

3.5 VAT Registration Number : .....

3.6 Are you presently in the service of the state?\* ☐ YES ☐ NO

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3.6.1 If so, furnish particulars:

.....  
.....

3.7 Have you been in the service of the state for the past twelve months?

**YES** **NO**

3.7.1 If so, furnish particulars:

.....  
.....

3.8 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this tender?

**YES** **NO**

3.8.1 If so, furnish particulars:

.....  
.....

3.9 Are you aware of any relationship (family, friend, other) between a tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this tender?

**YES** **NO**

3.9.1 If so, furnish particulars:

.....  
.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

**YES** **NO**

3.10.1 If so, furnish particulars:

.....  
.....

3.11 Are any spouse, child or parent of the company's

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directors, managers, principle shareholders or

stakeholders in service of the state?

**YES** **NO**

3.11.1 If so, furnish particulars:

.....  
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*\* MSCM Regulations: "in the service of the state" means to be –*

*(a) a member of –*

- (i) any municipal council;*
- (ii) any provincial legislature; or*
- (iii) the national Assembly or the national Council of provinces;*

*(b) a member of the board of directors of any municipal entity;*

*(c) an official of any municipality or municipal entity;*

*(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*

*(e) a member of the accounting authority of any national or provincial public entity; or an employee of Parliament or a provincial legislature.*

Yours Faithfully

**Senior Procurement Officer**

**Sanette van Wyk**

***For Manager :Supply Chain Management Unit: City of uMHLATHUZE***