



NKANDLA MUNICIPALITY

Postal Address:
Private Bag x 161
NKANDLA
3855

Physical Address:
Marêe Road
Lot 292
NKANDLA

Tel: 035-833 2080
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INVITATION TO TENDER

BID NO: NKA/COM006/2019/20

INDIGENT REGISTER COMPILATION AND VALIDATION

Tenders are hereby invited from suitable professional service provider for the following project

Project Name	BID NO	Closing Date	Venue	Time
Compilation of Indigent Register	NKA/COM006/2019/20	25 March 2020	Nkandla Local Municipal offices	12h00

The project covers the preparation of the specifics for the development of Nkandla Local Municipality credible indigent register. The indigent register shall be prepared in a manner consistent with the acceptable standards and procedures for this specific project with the law and regulations of the government of the Republic of South Africa to the extent appropriate.

MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL TO THE TENDER BEING REGARDED AS NON – RESPONSIVE.

- A valid Original SARS Tax Clearance Certificate/ SARS Pin Certificate
- Original/Certified B-BBEE Certificate
- A certified copy of business entity registration certificate i.e. CK Document
- Certified Id copy(s) of business entity owners.
- A company profile with contactable references.
- Proof of registration on the National Treasury Central Supplier Database.

BRIEFING SESSION AND DETAILED SPECIFICATION DOCUMENT

- **Bid documents** will be available at cashier's offices located at Lot 292 Maree road Nkandla as **from 09h00 from Monday 02 March 2020 to 16h00 on Friday 06 March 2020**, at a non-refundable fee of R710.00 per document (Cash only).
- **Briefing meeting** will be held on **Wednesday 04 March 2020 at 12h00**.

Submission of Tender Documents

Tenders should be submitted in a sealed envelope, clearly marked with the tender number and description, and must be placed in the tender box at the Nkandla local Municipality Offices, Main Building by no later than **12:00 on Wednesday 25 March 2020**, where all tenders will be opened in public at the Municipal Boardroom. Bidders should take note of the following conditions:

- Late tenders, telegraphic tenders or tenders sent by fax or email will not be considered.
- Bidders must submit the tender document provided by the municipality (original document)
- All certified copies of documents must not be more than 3 months old.
- Proof of professional registration with relevant professional bodies, a proposed work programme.
- The Nkandla Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Tenders shall remain valid for a period of 90 days from the closing date (**25 March 2020**).
- Copy of the proof of municipal accounts or a lease agreement if renting
- Traceable relevant experience
- The successful service provider will be required to register on the municipal database; Database Forms are available on request
- The Nkandla Local Municipality Supply Chain Management Policy will apply.
- The Council reserves the right to negotiate further conditions and requirements with the successful bidder. And reserve the right not to appoint.
- Bids that are late, incomplete, faxed or e-mailed will not be accepted or considered. The municipality will accept no responsibility for the late delivery of bids by courier services or any other forms of mailing.
- The Nkandla Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- Quote shall remain valid for 60 – 90 days from the closing date **25 March 2020**
- All prices should be inclusive of Value Added Tax (VAT).

Evaluation Criteria:

Nkandla Municipality subscribes to the preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The 80/20 preference point system shall be applicable during the evaluation and adjudication of bids. The amended PPPFA regulation.

- First Stage: Functionality, 100% (Minimum threshold of 70%) being 50% for Experience and 50% for Capacity.
- Second Stage: Preferential Points System (80/20); 80 for Price and 20 for BBBEE Contribution. Only bidders who pass the first stage with a minimum of 70% will then be evaluated further in the second stage.

Specification and Technical enquiries should be directed to the Director: Community Services, Mrs N. Shangase on 035 833 2003 email NShangase@nkandla.org.za and SCM enquiries should be directed to the Manager: SCM,N.C Ngema on 035 833 2055 email NNgema@nkandla.org.za during office hours.

Mr. L.S Jili
Municipal Manager
20/02/2020

