

NAMA KHOI MUNICIPALITY

INVITATION TO BID



(SCOPE OF PROCUREMENT SERIES – BETWEEN R 30,000 AND R 200,000)

NOTICE NO.: 42/2021

BID NUMBER: Q/NC062/23/2020-2021

Starting Date: 14 May 2021 **Closing Date:** 25 May 2021 **Closing Time:** 10:00

SPECIFICATION ENQUIRIES: Mr Deon Magerman (027) 718 8119 or Mr John-Pete Makaza (027) 718 8131

APPOINTMENT OF SERVICE PROVIDER FOR CONDUCTING AND FINALISATION JOB PROFILING

Formal written quotations are hereby invited for the **APPOINTMENT OF SERVICE PROVIDER FOR CONDUCTING AND FINALISATION OF JOB PROFILING** as described in the specifications of the Bid documents.

Quotation documents and specifications are available from the municipal website (www.namakhoi.gov.za) or e-tenders website (<https://etenders.treasury.gov.za>) for free or at the Supply Chain Management Unit (Ms Ruzan Jacobs 027 -7188116) at the Head Office – Springbok Nama Khoi Municipality).

Tenders / Quotations can be emailed to namakhoiscm@gmail.com (subject line of email should be **Q/NC062/23/2020-2021: APPOINTMENT OF SERVICE PROVIDER FOR CONDUCTING AND FINALISATION JOB PROFILING**) or can be handed in at NamaKhoi Municipality, 4 Namaqua Street, Springbok, 8240 on /or before **10:00 on Tuesday, 25 May 2021**. Forms, **MBD 1, MBD 3.2, MBD 4, MBD 5, MBD 6.1, MBD 6.2, MBD 8, MBD 9, SCM 1, SCM 2** and other schedules must be completed in the prescribed bid document.

In case of a transaction with a value of R 30 000 or more (including VAT), the Municipality follows the Procurement Policy where 80 points are awarded for price and 20 points for B-BBEE objectives. Furthermore formal written quotations also evaluated in terms of the Supply Chain Management Policy and Preferential Procurement Policy of the municipality. More information is available from the Senior Supply Chain Management Practitioner (Ms Ruzan Jacobs) obtained from telephone number (027) 718 8100.

The following conditions will apply;

- All formal quotations emailed to the email addresses stated above must be in **PDF format**.
- A B-BBEE rating certificate from SANAS accredited agency or exemption (EME) for businesses with a turnover of less than threshold gazetted from a Registered Accounting officer (as stated in section 60 of the Close Corporation Act, 1984), or an original Sworn Affidavit must accompany each Quotation.
- Bidders must be registered on the Central Supplier Database of National Treasury OCPO. www.csd.gov.za
- No person employed by the government (National, Provincial, Municipality) may be considered for this Quotation.
- Local Content and Production will not apply for this formal quotation.
- The Municipal Accounts of the company and its directors must accompany the quotation.
- No quotation will be considered to a person or company that over the past five years been convicted of:
 - (a) Fraud, corruption or a criminal offence.
 - (b) The suspension, early termination or unsuccessful completion of a municipal or government contract.

Late, faxed or incomplete formal quotations will not be accepted. Proof of dispatch of quotation will not be regarded as proof of receipt thereof.

The Municipality reserves the right to withdraw and / or to re-advertise or reject any quotation or partially accept it. The Municipality does not bind itself to accept the lowest or any quotation