Proposals are hereby invited from experienced VAT recoveries companies to recover money due to the municipality for VAT returns submitted for SARS. **The tax period to be covered is from March 2007 to February 2014.**

Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof. Bid documents and terms of references are obtainable upon payment of a non-refundable amount of **R 539,00** from **15 February 2016** at the Procurement Office. All technical enquiries must be directed to Mrs. Madzhe M. A or Mr. Ramaru M at (015) 9627 515 or 7600, whereas procurement enquiries should be directed to Mr. T.P Mudzili at (015) 962 7629.

Compulsory briefing session will be held only once on the **22nd February 2016 at the municipal council chamber at 11H00.**

Bidders will be expected to submit the bid documents and their proposals together with the following compulsory requirements:

- **Tax Clearance Certificate Issued by SARS.**
- **Company Registration Documents.**
- **Proof of updated payments of all the services in the municipality in which the business is registered or where the owner of business resides not older than 3 months and not in arrears for more than 90 days.**
- **Members proof of registration with professional bodies in accordance with section 240A of the Tax Administration Act 28 of 2011.**
- **List of similar successfully previously executed projects with client contacts, contact person, values and descriptions for the past 3 years.**

**NB:** Service providers must submit their **certified BBBEE Verification certificate from verification agency accredited by South African accreditation system (SANAS) or a registered auditor approved by the Independent Regulatory Board (IRBA) or an Accounting Officer as contemplated in the corporation act (CCA) in order to claim preference points.**

**Tenderers should note the following:** Functionality will be scored out of 100 and the minimum threshold to qualify is 60. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

<table>
<thead>
<tr>
<th>TARGETED GOALS:</th>
<th>WEIGHT</th>
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<tbody>
<tr>
<td>Relevant Experience</td>
<td>40.0</td>
</tr>
<tr>
<td>Qualification /CV key personnel</td>
<td>20.0</td>
</tr>
<tr>
<td>Proof of Membership with Professional Bodies</td>
<td>20.0</td>
</tr>
<tr>
<td>Methodology</td>
<td>20.0</td>
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</tbody>
</table>

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Supply Chain Management Policy of the municipality in accordance with the terms of reference and in terms of **90:10 preferential points system and functionality.**

Completed bid documents signed by a duly authorized person, sealed in an envelope clearly marked **“BID No. 33/2015/2016: PROPOSALS FOR VAT RECOVERIES”** must reach the undersigned by depositing it into the tender box at the foyer Thulamela Local Municipality offices by no later than **11h00 on 02 March 2016** all tenders received in time will be opened in public in the Thulamela Local Municipality offices.

**Please note:**

1. **Bid documents, which are late, incomplete, unsigned or submitted in pencil or by telegraph or electronically by E-mail, or not having the required certificates attached in-line with the terms of reference, will not be considered for further evaluation.**
2. The THULAMELA LOCAL MUNICIPALITY is not bound to accept the lowest or any bid and reserves the right to accept any part of a bid.

MALULEKE H.E
ACTING MUNICIPAL MANAGER