THULAMELA MUNICIPALITY

INVITATION TO BID

PROVISION OF SERVICES ON MAINTENANCE OF FIXED ASSETS REGISTER

Thulamela Municipality is inviting interested qualified firms, with sound knowledge and experience of maintaining fixed assets register to render services for Thulamela Municipality.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>REFERENCE NUMBER</th>
<th>PROJECT AREA</th>
<th>BID DOCUMENT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bid No 60/2017/2018</td>
<td>Maintenance of fixed assets register for 36 months</td>
<td>R572-00</td>
</tr>
</tbody>
</table>

Interested service providers will be expected to submit their proposals with prices.

Documents (MBD) will be available from Thulamela Municipality's Procurement office as from 22 March 2018 upon a non-refundable cash payment of R 572-00.

Bidding companies are required to submit the bid documents with the following compulsory requirements:

- Valid tax clearance certificate issued by SARS.
- Company registration documents.
- Proof of registration with SAICA for Accountants.
- Proof of Professional Registration with engineering body for professional engineer.
- CVs of the proposed project team, and their office location.
- Similar previously executed projects with contract values and client's contact details.
- Companies’ and/or Directors’ proof of payment for the Municipal accounts (rates & taxes) in their area of jurisdiction, not older than 3 months and not in arrears for more than the 90 days.

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80:20 preferential points system and functionality.

Functionality Score Table:

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>Key personnel similar experience</td>
<td>15</td>
</tr>
<tr>
<td>Methodology</td>
<td>20</td>
</tr>
<tr>
<td>Firm’s similar experience</td>
<td>20</td>
</tr>
<tr>
<td>Skills transfer</td>
<td>05</td>
</tr>
<tr>
<td>Availability of Resources</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Minimum threshold for functionality is 60% and bidders who score less than 60% will not be considered for further evaluation.

Sealed bid documents must be submitted in envelopes clearly indicating “BID NUMBER AND DESCRIPTION” on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to the Civic Centre, by no later than 11:00 on 20 April 2018. All Bids received will be opened in public in the Municipality’s Board Room, Civic Centre, Old Agriven Building, and Thohoyandou.

The Municipality is not bound to accept the lowest or any Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E-mail and without the compulsory requirements will be disqualified.

Technical enquiries can be directed to Mrs. Nemaname E.M at (015) 962 7500/7517. Administrative queries can be directed to Mrs Mudau Phophi at 015 962 7500/7796.

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DATE

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