



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR  
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

**REFERENCE NO. UTM/SCM/1688/2020**

**REQUEST FOR ACCREDITED SERVICE PROVIDED FOR A  
PLACEMENT PROCESS FOR 1200 POSTS IN THE NEWLY  
APPROVED ORGANOGAM FOR UTHUKELA DISTRICT  
MUNICIPALITY**

**11 September 2020**

UThukela District Municipality is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
1.	Placement for about 1200 posts in the newly approved organogram as per approved placement policy and close out report.	1200
	<p><b><u>SPECIAL CONDITIONS:</u></b></p> <ol style="list-style-type: none"> <li>1. Suppliers are to adhere strictly to the specifications given.</li> <li>2. Not adhering to the specifications, will result in the quotation not being considered.</li> <li>3. Faxed or e-mailed quotations will not be accepted.</li> <li>4. Service providers are to submit comprehensive proposal.</li> </ol>	

## **GENERAL CONDITIONS:**

**Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room G51.**

Sealed quotations outwardly marked: **Ref. No. UTDM/SCM/16888/2020: Request for accredited service provider to do placement for 1200 pots in the newly approved organogram as per approved placement policy and close out report for uThukela District Municipality.** must be addressed to the **Municipal**

**Manager** and placed in the

Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on.**

**Friday 18 September 2020.**

- 1. MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8** forms must be filled in and submitted **together with the quotation.**
- 2. All Quotations** will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**
- 3. In terms of Regulation 6, the 80/20 preference point system will be applicable,** with 80 points for Price and 20 Points for B-BBEE Status Level of Contribution.
- 4. Prices quoted** must include value added tax, delivery charges and off-loading to the municipal premises.
- 5. Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
- 6. Certified Copy of Sanas:** B-BBEE Certificated or Proof of Exemption **must** be included in the Bid document.
- 7. A valid original Tax clearance** certificate **must be** submitted together with the document.
- 8. Prices altered** by means of correction fluid **will not** be considered
- 9. Preference will be given to Database Suppliers**
- 10. A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
- 11. Proof of registration,** on the central supplier database for government.

**Enquiries may be directed to: S Gcabashe**

**Tell: 071 267 4582**

  
**M SITHOLE**  
**MUNICIPAL MANAGER**