



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

REFERENCE NO. UTDM/SCM/053/2023

**PROVISION OF EXTENSIVE BACKGROUND SCREENING
SERVICES FOR CONSUMERS, EMPLOYEES AND POTENTIAL
SERVICE PROVIDERS FOR UTHUKELA DISTRICT MUNICIPALITY**

19 MAY 2023

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

| Item No. | Specifications | Quantity |
|----------|---|----------|
| 1. | Provision of extensive background screening services for consumers, employees and potential service providers | 01 |
| | <u>SPECIAL CONDITIONS:</u> <ol style="list-style-type: none">1. Suppliers are to adhere strictly to the specifications given.2. Not adhering to the specifications, will result in the quotation not being considered.3. Faxed or e-mailed quotations will not be accepted.4. Advert will run for 7 days.5. Service provider must provide orders/appointment letters from other state organs of similar services | |

GENERAL CONDITIONS:

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

1. Sealed quotations outwardly marked: **Ref. No. UTDM/SCM/053/2023:**
Provision of extensive background screening services for
consumers, employees and potential service providers 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 , 26 MAY 2023.**

2. **MBD1, MBD4, MBD6.1, MBD 8 and MBD 9** forms must be filled in and submitted **together with the quotation.**
3. 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, 2022.**
4. In terms of Regulation 6, the allocation of **20 points as per Preferential Procurement Policy Framework Act of 2022** will be applicable.

| | points |
|--|------------|
| Price | 80 |
| Specific Goals (20 Points) | |
| -Race-100% Black Owned (HDP) | 5 |
| -Gender-100% woman Owned (HDP) | 5 |
| -Disability (HDP) | 5 |
| Locality-Officed Based in uThukela District Municipality | 5 |
| Total points for price and specific Goal | 100 |

5. **80/20 preference point system for acquisition of goods or services with rand value equal to or below R50 Million.**
6. Prices quoted must include value added tax if suppliers are registered for VAT, delivery charges and off-loading to the municipal premises.
7. **Any quote will not necessary be accepted and the Municipality Reserves the Right to Accept the whole or any Part of Any quote.**
8. **A valid SARS tax Pin number must be submitted together with the document.**
9. Prices altered by means of correction fluid **will not** be considered
10. **Preference will be given to Database Suppliers**
11. **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.
12. **Proof of registration, on the central supplier database of government.**

Enquiries may be directed to: **S Dlamini** Tell: **060 527 1551**

Checked by: **Mr LT Ngwenya**

MB MNGUNI
MUNICIPAL MANAGER