

**Xhariep**

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
Website: [www.xhariep.gov.za](http://www.xhariep.gov.za); E-mail: [martyr@xhariep.gov.za](mailto:martyr@xhariep.gov.za)

Date: April 29, 2014

Xhariep District Municipality  
20 Louw Street  
Trompsburg

Private Bag X136  
Trompsburg  
9913

Inquiries: Mr JS Matobako  
Manager Supply Chain Management  
Tel no: 051 713 9300/7/11

### NOTICE! NOTICE! NOTICE!

**RE-ADVERTISEMENT - REQUEST FOR QUOTATION(S):  
SUPPLY AND INSTALLATION OF AUDIT SOFTWARE FOR  
XHARIEP DISTRICT MUNICIPALITY**

An advertisement is hereby placed in terms of Chapter 2 (18) (a) of the Supply Chain Management policy of Xhariep District Municipality. The Municipality invites prospective service providers/suppliers to provide the municipality with the above mentioned services.

The closing date of the advertisement will be on the 08<sup>th</sup> of May 2014, 12H00 midday after which the determination of the successful service provider/supplier will be decided using the 80/20 preference points system as shown below. All the quotations must be put in the municipal bid box.

### EVALUATION CRITERIA

#### 1. FUNCTIONALITY

This method of evaluation will be used as a pre-requisite for all the service providers/suppliers to qualify for the second stage of evaluation where **PRICE and B-BBEE STATUS** will be used.

# Xhariep

A minimum threshold of 60% must at least be achieved by service providers or suppliers for them to proceed to the second stage of evaluation. See document for more details

## 2. PRICE AND B-BBEE

All the service providers will be evaluated both on PRICE and B-BBEE. Price will be 80 and 20 will be for B-BBEE

## 3. POINTS ALLOCATION FOR BOTH PRICE AND B-BBEE WILL BE AS FOLLOWS:

No	Element	Points
1	Price	80
2	B-BBEE	20
	Total Points	100

Price- 80  
B-BBEE- 20  
100

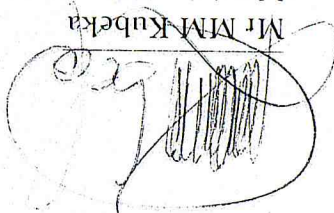
## DOCUMENTS TO BE SUBMITTED

- A valid and original tax clearance certificate;
- B-BBEE certificate in order to claim points;
- Municipal rates and taxes account/ lease agreement; and
- A declaration of interest (obtainable from the supply chain management office)

## SPECIAL CONDITIONS

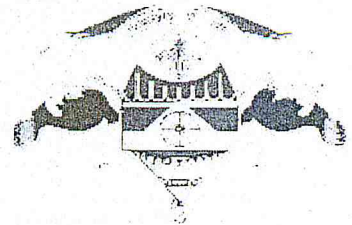
- All prices quoted must be VAT inclusive, where applicable;
- Xhariep District Municipality reserves the right not accept the lowest price proposed;
- The general conditions of contract will be applicable;
- (Quotations received after closing TIME or DATE will NOT be considered;
- All quotations must be submitted to the supply chain management unit; and
- No faxed or emailed quotations will be accepted.

Mr MM Kubeka  
Municipal Manager



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Mr MM Kubeka  
Municipal Manager



**XHARIEP DISTRICT MUNICIPALITY**



VAT Reg. No: 4000 846 420

Tel: 051 713 9300

[www.xhariep.gov.za](http://www.xhariep.gov.za)

Attached is a Supplier Application Form to be completed, thus enabling you/company to be registered on Xhariep District Municipality's supplier database, in respect of business classifications.

**ALL SUPPLIER INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL.**

**THE FOLLOWING ORIGINAL DOCUMENTS MUST BE FURNISHED TOGETHER WITH YOUR APPLICATION:**

- An original cancelled cheque or stamped letter from the bank, verifying the banking details. Please note that any changes to bank details in future will be subjected to the same requirement.
- Tax Clearance Certificate. Please note that on expiring of the certificate, a new one must be furnished.

**COPIES OF THE FOLLOWING CERTIFIED DOCUMENTS MUST BE FURNISHED TOGETHER WITH YOUR APPLICATION (FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED):**

- Company Registration Documents (if applicable)
- Identity documents of directors/owners/members/shareholders
- Value Added Tax (VAT) Registration Certificate (if applicable)
- In case of a Close Corporation (CC): CK2 certificate
- In case of a Company (Pty Ltd) : CM29 certificate
- Certificate of Incorporation
- Share certificates
- Any other relevant registration certificate pertaining to your business
- BEE Rating Certificate
- Letter from Accounting Officer / Registered Auditor confirming turnover of entity is less than R5 million per financial year (if applicable)
- Municipal Rates and Taxes clearance certificate.

Completed Supplier Application Forms, clearly marked "Application for registration onto the Xhariep goods and/or service database" must be submitted to the Municipal Manager, 20 Louw Street, Trompsburg, 9913.



MARK WITH "X" THE CATEGORY OF COMMODITIES / SERVICES YOU CAN SUPPLY (MAXIMUM OF TWO COMMODITIES / SERVICES PER ENTITY)

CODE	DESCRIPTION
40300	Picture framing
40310	Printing
40320	Procurement services
40330	Real estate services
40340	Research services
40350	Security and safety services
40360	Site cleaning
40370	Social Facilitating
40380	Storage
40390	Translation and interpreting services
40400	Transport services, general
40410	Travel services
40420	Vehicle hire
40430	Vending services
50000	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES
50010	Computer equipment, networks and software
50020	Consumables
50030	Corporate gifts
50040	Domestic, industrial and cleaning equipment and supplies
50050	Electronic equipment, incl audio-visual equipment
50060	Fire protection equipment
50070	Flowers and plants
50080	Food and refreshments
50090	Household furniture, appliances and goods
50100	Office furniture and equipment
50110	Office supplies and stationery
50120	Printing, copying and photographic equipment and supplies
60000	MISCELLANEOUS GOODS AND SUPPLIES
60010	Environmental cleaning equipment, goods and supplies
60020	Fire protection equipment, goods and supplies
60030	Garden tools
60040	Material and warehousing machinery, equipment and goods
60050	Measuring, testing and observation equipment
60060	Protective clothing and uniforms
60070	Security equipment, goods and supplies
60080	Sports and recreational equipment and goods
70000	PROFESSIONAL SERVICES
70010	Accounting, auditing and management services
70020	Architectural services
70030	Consulting engineering - Electrical
70040	Consulting engineering - Environmental
70050	Consulting engineering - Other
70060	Consulting engineering - Project management
70070	Consulting engineering - Roads and Storm water
70080	Consulting engineering - Sewerage systems
70090	Consulting engineering - Structures, Buildings, Bridges
70100	Consulting engineering - Water systems
70110	Consulting engineering - Geo-technical
70120	Consulting engineering - Solid waste
70130	Engineering services
70140	Financial services
70150	Land surveying
70160	Legal services - contracts
70170	Legal services - conveyancing
70180	Legal services - litigation
70190	Legal services - other
70200	Consulting engineering - Mechanical
70210	Medical services
70220	Project management
70230	Quantity surveying
70240	Town and regional planning
80000	VEHICLE SUPPLY AND TRANSPORTATION SERVICES
80010	Alarm and tracking systems
80020	Batteries
80030	Engine overhauls
80040	Fuel, oils and lubrications
80050	Hydraulics
80060	Panel beating
80070	Radiator repairs
80080	Spares and parts
80090	Towing services
80100	Transmissions
80110	Tyres and tubes
80120	Upholstery
80130	Vehicle fleet management
80140	Vehicle supply
80150	Windscreens

CODE	DESCRIPTION
10000	CONSTRUCTION EQUIPMENT AND SUPPLIES
10010	Air conditioning and temperature control equipment
10020	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)
10030	Building materials (bricks, cement, sand, paiting, plastic, stone, steel, tiles, etc)
10040	Ceiling boards, skirtings, etc.
10050	Construction machinery
10060	Doors and windows
10070	Electrical systems, lighting, components accessories and supplies
10080	Flooring materials (carpets, tiles, etc)
10090	Plumbing ware and materials
10100	Roofing materials
10110	Sanitation ware and equipment
20000	CONSTRUCTION SERVICES
20010	Burglar proofing and systems
20030	Concrete manufacture and works
20040	Construction-related transport
20050	Demolition services
20060	Earthworks, drilling and landscaping
20070	Electrical installation
20080	Fencing
20090	General building work
20100	Glazing
20110	Mechanical contracts
20120	Metalwork
20130	Painting
20140	Paving
20150	Plumbing
20160	Pre-cast concrete manufacturer
20170	Road works
20180	Sewerage systems and construction
20200	Water works and pipelines
30000	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES
30010	Bearing supplies
30020	Bolts, nuts and fasteners
30030	Electric cables
30040	Electrical component supplies
30050	Electrical equipment repairs
30060	Hardware supplies
30070	Lifting equipment
30080	Mechanical seals and packing
30090	Pipe and irrigation supplies
30100	Power generation and distribution machinery and accessories
30110	Pump spares
30120	Small tools
30130	Transformer services
30140	Valves, couplings
30150	Water meters, pipes, fittings, P.V.C, polyethylene, etc.
40010	GENERAL SERVICES
40020	Advertising, communication, design, editorial, publication and marketing services
40030	Auctioneering services
40040	Bookkeeping and accounting services
40050	Catering and refreshments
40060	Cleaning services
40070	Conferencing facilities and facilities
40080	Contract administration
40090	Courier services
40100	Education and training
40110	Environmental impact studies
40120	Freight forwarding and cleaning services
40130	General maintenance services
40140	Health care
40150	Horticulture
40160	Infrastructural maintenance
40170	Inspection services
40180	Insurance
40190	IT, broadcasting and telecommunication services
40200	Interior decorating, refurbishment and upholstery
40210	Land valuation services
40220	Laundry and dry-cleaning services
40230	Locksmith services
40240	Mailing services
40250	Management services
40260	Miscellaneous equipment and goods hiring
40270	Personnel services
40280	Pest control and removal services
40290	Photographic and graphic design services

MAIN COMMODITY

X

1. Trade name of enterprise:

2. Registered name of business:

3. Postal address:

4. Street address:

5. PARTICULARS OF RESPONSIBLE PERSON OR OWNER:

Surname:

First name:

Designation:

Initials:

Designation:

Tel No:

Fax No:

E-mail:

Cell No:

7. Nature of activities:

8. TYPE OF ENTERPRISE: (Mark with X)

01 Sole Proprietor     02 Partnership     03 Public Sector     04 Company/CC     05 Clubs,Trust

9. CIDB number:

10. VAT number:

11. Company number:

12. Income Tax Reference number of person or enterprise:

I declare that the information herein furnished, is true and correct.

Signature of person responsible for this declaration. \_\_\_\_\_



BANKING DETAILS OF ENTERPRISE:

Name of banking institution:

Branch Code:

Name of Account:

Account number:

QUESTIONNAIRE FOR PREFERENTIAL PROCUREMENT POLICY:

1. Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on RACE.  %
2. Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on GENDER.  %
3. Percentage of shareholding persons (HDI) in the business historically disadvantaged because of unfair discrimination based on DISABILITY.  %

4. PLEASE INDICATE (X) THE GEOGRAPHICAL AREAS WHERE YOUR BUSINESS IS LOCATED:

FREE STATE	<input type="checkbox"/>
GAUTENG	<input type="checkbox"/>
WESTERN CAPE	<input type="checkbox"/>
NORTH WEST	<input type="checkbox"/>
LIMPOPO	<input type="checkbox"/>
KWA-ZULU NATAL	<input type="checkbox"/>
MPUMALANGA	<input type="checkbox"/>
EASTERN CAPE	<input type="checkbox"/>
NORTHERN CAPE	<input type="checkbox"/>

5. Is your business established within the area of jurisdiction of the District Municipality? Yes / No

6. Do you make use of local labour (job creation)? Yes / No

I / We hereby certify that the abovementioned information is correct signed by myself / ourselves and the witnesses.

AS WITNESS:

SIGNATURE \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder, member): .....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

"State" means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

YES / NO

2.7 Are you or any person connected with the bidder presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / member:  
connected to the bidder is employed :  
Name of state institution at which you or the person  
Position occupied in the state institution:

.....  
.....  
.....

Any other particulars:

.....  
.....  
.....

YES / NO

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

YES / NO

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

YES / NO

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

3

Full details of directors / trustees / members / shareholders.

.....  
 .....  
 .....

2.11.1 If so, furnish particulars:

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

.....  
 .....  
 .....

2.10.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

.....  
 .....

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	Signature
.....	Position
.....	Name of bidder
.....	Date

November 2011