



045 932 8134



1, Seller Street, Maclear, 5480



045 9321 094



[kwaneles@elundini.gov.a](mailto:kwaneles@elundini.gov.a)

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **20 June 2018**. For queries please email to at [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) or faxed to 086 216 8784

For Technical Queries: Mr C Coetser

Tel: 045 932 8160

For Supply Chain Queries: Mr K Sobekwa –SCM

Tel: 045 932 8134

### **RE-ADVERT for Elundini Local Municipality street and public space naming (renaming) policies: ELM-6/007/2017-2018**

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

#### **1. Tender offers will only be accepted if:**

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> ) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
  - a) J V agreement,
  - b) original or certified copy of consolidated BBBEE certificate, and

c) letter of signatory.

**2. The tenderer is required to submit with his tender the following certificates:**

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) Tax Compliance status documents with PIN from SARS must be attached
- 3) A Copy of business entity registration certificate e.g. CK Document
- 4) Certified ID copy/s of business entity owners
- 5) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp) or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php) )

**3. Returnable schedules required for tender evaluation processes**

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

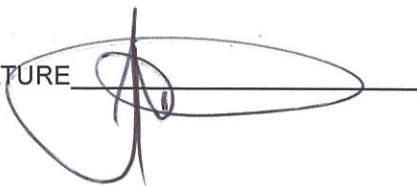
MBD 9: Certificate of Independent Bid Determination

**NB: No quotations will be considered from persons in the service of the state**

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE



DATE

13/06/2018

## **Terms of Reference Elundini Local Municipality Street and Public Space Naming (renaming) Policies**

### 1. Introduction

The all three urban nodes of Elundini Local Municipality currently have streets and other public spaces that have not yet been named. The naming and renaming of streets and other public places is a significant part of place making. This includes, but is not limited to the creation of places that residents and users can relate to, take pride in and further build community cohesion. Naming is also an important element of service delivery as it promotes legibility and facilitates the effective delivery of services such as policing, emergency services and billing for services consumed.

### 2. Background and context

Elundini Local Municipality is comprised of three urban nodes, within these nodes there are formal settlements that received street names and recently formalised settlements where street names were overlooked. Further a number of developments initiated by the local authority on public spaces are on implementation stages. This has once again given rise to the issue of street and public open space naming.

### 3. Objectives

The purpose of the development of the Elundini Local Municipality Street and Public Space Naming Policy is to ensure a process of naming streets and public spaces is undertaken in accordance to the South African Geographical Names Council Act 118 of 1998 and establish guiding principles for naming and renaming street names and public spaces.

### 4. Scope of work

- a. Establishment of principles of the naming and renaming processes
- b. Criterion for the selection of street and public space names
- c. Considerations to be taken into account reviewing street names and public space names
- d. Procedure for naming and renaming of streets (private and public) and public spaces
- e. Procedure for naming streets in a new township establishment
- f. Identification of who may apply for the naming streets and public spaces
- g. Public participation for street names and public buildings
- h. Public participation of the policy

### 5. Key deliverables

The consultant is expected to produce the following deliverables:

- a. Inception report
- b. Draft Elundini Street and Public Space Naming Policy
- c. Stakeholder Engagements on the draft policy x2
- d. Community engagement on the policy x2
- e. Final Elundini Street and Public Space Naming Policy

### 6. Key Qualifications, Experiences and Skills

- a. The consultant should be a highly knowledgeable person on policy and strategic plan development.

- b. Sound understanding and application of policy concepts, methodologies and tools;
  - c. Good analytical and report writing skills;
  - d. Fluent in spoken and written English;
  - e. Fluent in Spoken Xhosa or Sesotho
  - f. Good communication and facilitation skills;
  - g. Good interpersonal skills; and
  - h. Computer literate
7. Time and duration  
8 months
8. Reporting arrangement
9. Payments

**FUNCTIONALITY**

Circular No. 53 will be applied for functionality

Bidders to note that a Pre-qualification Evaluation will be undertaken. A minimum of 70% must be scored in order to be considered.

		Points
Qualification	1. The consultant should be a highly knowledgeable person on policy and strategic plan development. (information must be available in the detailed CV) = 5 2. Computer literate (provide relevant information) = 5	20
Accreditation	Provide a copy of a valid registration as a registered professional certificate from body of authority = 30	30
Experience	Points will be allocated for each completed policies implemented. A minimum of 5 projects for 10 points and a maximum of 10 projects for 20 points will be awarded	30
List of government institutions where similar Services has been rendered	Minimum Requirement of 5 years with proof with contactable references on only policy writing experience for government institutions to be provided = 10 points	10
Methodology:	1. Provide methodology statement that includes sound understanding and application of policy concepts, methodologies and tools = 10	10
<b>TOTAL</b>		<b>100</b>

**EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

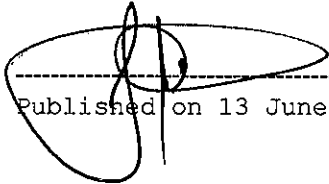
Price - 80 points  
B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480



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