



045 932 8125

1, Seller Street, Maclear, 5480

045 9321 094

kwaneles@elundini.gov.a

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation as detailed below.

The quotation must be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **31 October 2018**. For queries please email to at kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mr M Skosana

Tel: 045 932 8163

For Supply Chain Queries: Mr K Sobekwa –SCM

Tel: 045 932 8174

PROFESSIONAL SERVICES RELATING TO THE ESTABLISHMENT AND OPERATIONALISATION OF THE ELUNDINI CO-OPERATIVE DEVELOPMENT CENTRE ELM-6/007/2018-2019

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) 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 or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and IRBA recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or accounting officers as contemplated in the CCA or registered auditors .

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

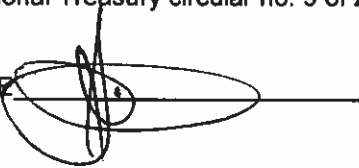
MBD 9: Certificate of Independent Bid Determination

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 24/10/2018

PROFESSIONAL SERVICES RELATING TO THE ESTABLISHMENT AND OPERATIONALISATION OF THE ELUNDINI CO-OPERATIVE DEVELOPMENT CENTRE

1. PURPOSE

The services of a Legal Professional with company secretary experience are required to assist the Elundini CDC Interim Board and the Municipality in establishing and operationalizing the Elundini CDC. The estimated period of time is four months.

2. BACKGROUND

The Cooperative Development Centre (CDC) is conceptualised as a locally based organisation that delivers non-financial and financial support to Cooperatives. The CDC's initial set-up was facilitated by the Elundini Local Municipality and the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT). The intention is to make sure that the locally based co-operatives are developed into a coherent movement that can take control overtime once it is fully capacitated.

The Cooperative Development Centre was registered as a NPO in 2015 (Registration Number) with the CIPC. The three directors who were registered as such with the CIPC are inactive.

A business case was developed to and approved by the Municipality's executive committee and provided the rational for the implementation of the program for the first three years ending 18th November 2018. The Centre became operational as from the 1st December 2015. Given the inactivity of some of the registered directors, the Municipal Council has approved the appointment of an interim board to occupy office until 31 March 2019.

The Municipal Council has directed the interim board to oversee the proper establishment and operationalization of the CDC.

3. THE BROADER OBJECTIVES OF THE CDC

- To grow all forms of co-operatives and co-operative movement, as well as increase its contribution to the country's GDP growth rate, economic transformation and social impact;
- Promote Co-operatives as a vehicle to assist in creating decent employment and reducing poverty through income generating activities;
- Support Cooperatives in developing their human resource capacities understanding co-operatives, principle and values through the provision of technical, collective entrepreneurship, management and co-operative education and training;

- Increase savings and investment through the promotion and support Cooperative banks and financial services co-operatives;
- Raise the profile of cooperatives as an institution that allows the agglomeration of the small scale economic activities (Consumer cooperatives, Co-operative Bank etc.);
- Aggressively promote close co-operatives which constantly attract high level of membership as captive markets enabling them to be highly sustainable and have huge potential to contribute towards substantial economic and social impact;
- Promote Co-operatives as an effective vehicle that contributes to the development of rural and peri urban areas of the economy , as well as improve, primarily , the economic and social – wellbeing of the previously disadvantaged youth , women and disabilities

4. CONDITION OF APPOINTMENT

The ideal candidate will hold a relevant qualification in Law and/or Corporate Governance and Company Secretariat qualification shall serve as an added advantage. This should be coupled with 10 years professional managerial experience and a minimum of 5 year experience as a Company Secretary in an institution similar to the Co-operative Development Centre. Membership of the Chartered Secretaries of Southern Africa (CSSA) shall serve as an added advantage and registration with the Law Society is a requirement.

The appointment can be made to a juristic person as long as an employee of the juristic person complies with the requirements. The company secretary must be a resident of South Africa

5. SCOPE OF WORK

Proposals are here by requested from a suitably service providers to assist Elundini Municipality and the CDC Interim board with the following:

- Definition of the relationship between ELM and ELCDC
- Develop a governance framework for the ELCDC
- Develop/refine the terms of the appointment of the permanent board
- Develop/ refine the specification for the appointment of the Centre Manager / Senior Centre Manager
- Process the necessary changes in the founding documents to ensure that the Elundini CDC is properly constituted.

PLEASE NOTE THAT THE FOLLOWING DOCUMENTS WILL BE MADE AVAILABLE:

- Business Case

- CDC Registration Documents
- Previous Municipal Approvals
- Latest Council Resolution

FUNCTIONALITY

Functionality will be used to prequalify the bidders. Service providers will pass functionality if, and only if they score a minimum of 70%. A proposal that scores less than 70% will not be considered further

CRITERIA	SUB CRITERIA	POINT
Relevant qualification	Three year degree in law	10
Registration with Chartered Secretaries of Southern Africa (CSSA)	Registration certificate	5
Registration with the law society	Copy of registration certificate	5
<p>Experience 10 years' experience</p> <p>Principal personnel must have developed governance operating models as a mechanism to be used by the board and management to translate the elements of the governance framework and policies into practices, procedures, and job responsibilities within the corporate governance infrastructure. He must have experience in assisting institutions with</p> <p>PLEASE NOTE THAT AT LEAST 5 REPUTABLE INSTITUTIONS SHOULD BE REFERENCE AND LETTER OF CONFIRMATION OF YOUR PREVIOUS APPOINTMENT FROM EACH OF THE 5 IS REQUIRED</p>	<ul style="list-style-type: none"> • Governance, risk management and compliance policy and practice • Corporate strategy and board management-administration • Board performance, remuneration and evaluation • Organisational structure, legal and finance 	20
Managerial experience as a company secretary	5 years managerial experience	20
Project proposal with deadlines as per the scope of works	Proposal aligned to the scope of works	10
TOTAL		70

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

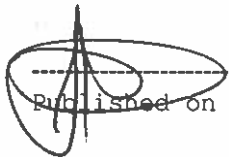
DELIVERY ADDRESS:

Elundini Local Municipality

No.1 Seller Street,

Maclear

5480



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