



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 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 **03 October 2018**. For queries please email to at kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms N Ntshobane

Tel: 045 932 8133

For Supply Chain Queries: Mr K Sobekwa –SCM

Tel: 045 932 8198

AUDITING OF ANIMAL POUNDS WITHIN ELUNDINI LOCAL MUNICIPALITY: ELM-5/006/2018-2019

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.

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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) Certified copies of company registration certificate and IDs
- 4) 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 27-07-2018

SPECIFICATION



EXTERNAL AUDIT: ELUNDINI MUNICIPALITY'S ANIMAL POUNDS

Description	SPECIFICATION FOR THE APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER TO CONDUCT AN AUDIT OF THE ANIMAL POUNDS IN ELUNDINI LOCAL MUNICIPALITY (ELM)
1. Introduction	The aim of this bid is to appoint a suitably qualified Professional Service Provider with proven experience either as a Pound Master or in Impounding of animals, for an external audit of pounds in Maclear, Ugie and Mt Fletcher.
2. Scope	<p>The appointed service provider will be expected to undertake an independent audit of the status of the ELMs animal pounds as guided by the requirements in the National Animal Pound Bill. The aim of the audit is to develop a status quo report of the pounds as well as the following but not limited to:</p> <ul style="list-style-type: none"> • Audit the three existing pounds for compliance with legislative requirements (i.e. the National Animal Pound Bill etc.) • Develop a status quo report of the three pounds with recommendations as well cost drivers for ensuring compliance with legislative requirements (i.e. National Animal Pound Bill) • Develop a pound management policy guided by the relevant legislative prescripts. • Develop a pound management by-law guided by the relevant legislative prescripts. • Develop pound management Standard Operating Procedure/s (SOPs). <p>The above stated reports / tools should enable the ELM to operate the pounds in compliance with the following:</p> <ul style="list-style-type: none"> • Registration requirements, establishment and administration of pounds. • Services provided by pounds. • Monitoring and control of impounded animals. • Acceptable standards of care of impounded animals. • Compliance with industry standards for responsible and sustainable pounding. • Duties and responsibilities of municipality. • Procedure for claims and disputes. • Treatment of dangerous or diseased animals and the killing and disposal of animals. • Sale or auction procedures for unclaimed impounded animals.
3. Standard Service and Conditions	<p>a) Bidders are expected to submit together with their bidding document, a sample audit form/checklist of items to be used for conducting the audit</p> <p>b) The successful bidder will be required to undertake a comprehensive independent/external audit of the three animal pounds in Maclear, Ugie and Mt. Fletcher.</p>

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	<p>c) The successful bidder will be required to generate a status quo report on compliance of pounds (two hard copies and a soft copy thereof for each site i.e. Maclear, Mt. Fletcher and Ugie. This therefore means that a total of six hard copies and three soft copies will be generated by the appointed service provider.</p> <p>d) The successful bidder will be required to generate a pound management policy, by-law and SOP (two hard copies of each and one soft copy of each). This means the Service Provider will produce nine reports in total.</p> <p>e) The reports must indicate audited items as well as compliance and non-compliance findings with recommendations for remedial action.</p> <p>f) The project must be completed within one month (30 Days)</p>																																																																	
<p>4. Pricing Schedule</p>	<p>All tariffs (Price) must include production, transportation, labour and all materials necessary to deliver the project as per terms contained in this specification. No claims for transport, labour and material will be accepted. Please indicate your tariffs per unit for the services required as indicated in table 1 below:</p> <p>Table 1: Quotation Pricing Format (Pricing/Bill of Quantities)</p> <table border="1" data-bbox="545 808 1465 1485"> <thead> <tr> <th rowspan="2">Item</th> <th rowspan="2">Description</th> <th rowspan="2">Unit</th> <th rowspan="2">Quantity</th> <th rowspan="2">Rate</th> <th colspan="2">Amount</th> </tr> <tr> <th>R</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Maclear Pound</td> <td>Sum</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Ugie Pound</td> <td>Sum</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Mt. Pound</td> <td>Sum</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Hard Copies and Soft Copies of Audit Reports</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Hard copies and soft copies of the pound management policy, by-law and SOP.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">Sub Total</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Plus 14% vat</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Firm Price Offering</td> <td></td> <td></td> </tr> </tbody> </table>	Item	Description	Unit	Quantity	Rate	Amount		R	C	1	Maclear Pound	Sum	1				1	Ugie Pound	Sum	1				1	Mt. Pound	Sum	1				3	Hard Copies and Soft Copies of Audit Reports						4	Hard copies and soft copies of the pound management policy, by-law and SOP.						Sub Total							Plus 14% vat							Firm Price Offering						
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<p>5. Evaluation Criteria</p>	<p>5.1 Functionality Evaluation</p> <p>Circular No. 53 will be applied for functionality</p> <p>Bidders to note that a minimum threshold of 70 % must be scored in order to proceed to the pricing phase.</p> <p>The minimum threshold for functionality is 70%.</p> <table border="1" data-bbox="545 1818 1532 1854"> <thead> <tr> <th>Item</th> <th>Requirement</th> <th>Score</th> </tr> </thead> </table>	Item	Requirement	Score																																																														
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	Project Manager	Must have a Degree / Diploma in Agriculture (attach proof of qualification/s and CV) (10 Points) Must have knowledge of animal care, animal diseases and animal handling.	45
	Methodology	Attach Methodology(Gantt chart) with clear Time Frames and Project Phases	20
	Sample of Audit Report	Submit a sample of the Audit Report Format that will be used to assess the Compliance of the pounds.	20
	Project Experience of the Bidding Firm / company	Bidders to attach completion certificates/recommendation letter for similar project successfully completed. Allocation of Points: 5 points per project to a maximum of 15 points (3 projects)	15
	Minimum Threshold required		70
Total Points		100	

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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 Published on 27 September 2018

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