



045 932 8125

1, Seller Street, Maclear, 5480

045 9321 094

kwaneles@elundini.gov.za

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

For Technical Queries: MR S Mveku

Tel: 045 932 8122

For Supply Chain Queries: MR K Sobekwa –SCM

Tel: 045 932 8125

Actuarial Valuations Post-Employment Medical Aid Subsidy and Long-Service Award Liabilities: ELM-2/003/2018-2019

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) 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 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)

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

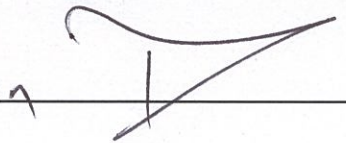
MBD 9: Certificate of Independent Bid Determination

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

17-07-2018

SPECIFICATION

SCOPE OF WORK

Description of the Services

- 1) The effective date of the valuation is 30 June 2018 (the "Valuation Date").
- 2) The report is to meet the requirements of GRAP 25 as well as those of Advisory Practise Note 301 issued by the Actuarial Society of South Africa.
- 3) Actuarial assumptions shall be unbiased and mutually compatible
- 4) Financial assumptions to be based on market expectations, at the reporting date, for the period over which the obligations are to be settled.
- 5) The valuation to consider all employees, retirees and their dependants whose participation in the health care arrangements entitles them to a post-employment medical aid subsidy and all employees eligible for LSA

Accounting Standard Requirements

- 6) The Projected Unit Credit Method to be used to value the liabilities as per GRAP 25 .77

Disclosure Requirements

- (a) a general description of the type of plan;
- (b) a reconciliation of opening and closing balances of the present value of the defined benefit obligation
- (c) an analysis of the defined benefit obligation into amounts arising from plans that are wholly unfunded and amounts arising from plans that are wholly or partly funded;
- (d) a reconciliation of the opening and closing balances of the fair value of plan assets
- (e) a reconciliation of the present value of the defined benefit obligation in (b) and the fair value of the plan assets in (d) to the assets and liabilities recognised in the statement of financial position,
- (f) the total expense recognised in the statement of financial performance for each of the following, and the line item(s) in which they are included:
- (g) for each major category of plan assets, which shall include, but is not limited to, equity instruments, debt instruments, property, and all other assets, the percentage or amount that each major category constitutes of the fair value of the total plan assets;
- (h) the amounts included in the fair value of plan assets for:
 - (i) a narrative description of the basis used to determine the overall expected rate of return on assets, including the effect of the major categories of plan assets
 - (j) the actual return on plan assets, as well as the actual return
 - (k) the principal actuarial assumptions used as at the reporting date (i) the discount rates;
 - (l) the effect of an increase of one percentage point and the effect of a decrease of one percentage point
 - (m) the amounts for the current annual reporting period and previous four annual reporting periods
 - (n) the employer's best estimate, for the annual period beginning after the reporting date.

STAGE 1 OF EVALUATION – FUNCTIONALITY

FUNCTIONALITY

With regard to functionality the following criteria will be applicable and the maximum points of each criterion are indicated.

Only bidders who score 70% and more on stage 1 to be evaluated further on price evaluation.

DESCRIPTION	SCORING CRITERIA	POINTS ALLOCATED
Qualification & Accreditation		Maximum
30 Points		
Member of the Actuarial Society of South Africa (ASSA) or actuarial recognised body	No membership with recognised body of Actuaries	0 Points
	Member of the Actuarial Society of South Africa (ASSA) actuarial recognised body	30 Points
Experience		Maximum
40 Points		
Signed Reference Letters 5x for similar projects	Less than 2 Reference letters	0 Points
	2 – 4 x Reference Letters	20 Points
	5 x Reference Letters	40 Points
Methodology and Time Frames		Maximum
30 Points		
Detailed Methodology	Detailed Methodology	25 Points
Time Frames (Gantt Chart)	Time Frames (Gantt Chart)	5 Points

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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

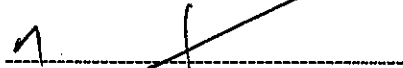
BBBEE Points Breakdown:

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 Sellar Street,
Maclear
5480





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