NTABANKULU LOCAL MUNICIPALITY
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ERF 85, Main Street, Ntabankulu, 5130
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REQUEST FOR QUOTATION (RFQ) FOR: **PROVISION OF ACTUARIAL VALUATION OF EMPLOYEE BENEFITS AND DETERMINATION OF PROVISION FOR REHABILITATION AND CLOSURE OF LANDFILL SITE.**

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the **PROVISION OF ACTUARIAL VALUATION OF EMPLOYEE BENEFITS AND DETERMINATION OF PROVISION FOR REHABILITATION AND CLOSURE OF LANDFILL SITE.**

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	15 MAY 2019
RFQ NUMBER	NLM/RFQ/PAVCBPLS/2018/2019
DESCRIPTION OF GOODS/SERVICE	**PROVISION OF ACTUARIAL VALUATION OF EMPLOYEE BENEFITS AND DETERMINATION OF PROVISION FOR REHABILITATION AND CLOSURE OF LANDFILL SITE.**
CLOSING DATE AND TIME:	23 May 2019 AT 12H00
ENQUIRIES	082 882 0676 – N. Mdutyana or 082 788 9641- N.Dinwayo

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

CHECKLIST

RFQ NO. __ NLM/RFQ/ PAVCBPLS /2018/2019

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

- Valid Tax SARS compliance pin
- Proof of company registration
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Company profile will all completed projects, CV's of Employees
- Appointment letters and proof of project completion/progress report from 2 traceable references
- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at **https://secured.csd.gov.za**. Non registration will be regarded as non-responsive and be disqualified from the bid.

Failure to submit the mandatory document will deem the tender non responsive and it will not be evaluated further.

Functionality will be evaluated based on capacity and experience and bidders who failed to score a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of evaluation	**Points allocated**
Business entity establishment (Company profile with clear business address and contact details)	20 points
Relevant entity experience • Five Traceable references =30 points • Three Traceable references = 15 points • Less than three traceable references = 05 points	30 points
Methodology: A detailed proposal clearly stating how the project will be executed and time frames.	20 points
Project team	10 points
Certified copy of registration with relevant professional bodies	20 points
	100 points

Where: 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very Good and 5 = Excellent

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

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit..
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked **"PROVISION OF ACTURIAL VALUATION OF EMPLOYEEE BENEFITS AND DETERMINATION OF PROVISION FOR REHABILITATION AND CLOSURE OF LANDFILL SITE . "** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Issued by :L.Nonyongo-Municipal Manager