



## BID NOTICE / ADVERT

Makana Local Municipality invites all experienced and competent suitable service-providers that are fully equipped for the construction of the following project.

Project Name	RFQ No	Preference Points System	Compulsory Briefing / Site Inspection Meeting	Closing Date & Time	Date Advertised
Appointment of a suitable qualified service provider for provision of mowing and general ground clean-up of Makana cemeteries	MLM/RFQ018/ BTO/2017-18	80/20	Compulsory Briefing session will be at Parks Department on 18 December 2017 at 09h00 and after the briefing session it will be the inspection of the machinery therefore all the machinery must be available on the same day.	22/12/2017	14/12/2017

Bidders are required to submit **the following mandatory documents:**

- Bidders must submit a valid SARS Tax status report **Issued with a Pin**; failure to submit will result in **disqualification**.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9, **failure to submit will result in disqualification**.
- Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months old must be attached to and be returned with the RFQ documents, **failure to submit will result in disqualification**.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database **and** Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
- RFQ which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- RFQ submitted are to hold good for a period of *07 days*.
- CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership and failure will result in disqualification.
- BBBEE Certificate to be submitted or certified copy
- Certified copy of directors ID's

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-**

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

**This is a two envelope system, functionality (including returnable) should be on 1 envelope and price on separate envelope 1 envelope clearly marked functionality & 1 envelope clearly marked price.**

**EVALUATION FOR FUNCTIONALITY**

Functionality will be evaluated as shown in the table below:

Criteria	Points
Required documents (Health & Safety)	10
Company Experience in Project of Similar Nature (Reference letters less than 3months old)	50
Machinery – 10 weed eaters and a Tractor	40
<b>Total</b>	<b>100</b>

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.

Closing Date: Completed bid documents in sealed envelopes, clearly marked "**MLM/RFQ018/BTO/2017-18**" should be deposited in the **RFQ BOX** situated at **UP STAIRS** Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **22 DECEMBER 2017 @ 12H00** where they will be opened in public- names and price of the bidders will be called out.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Enquiries are to be directed to Project Manager-Mr K Mbangi, Tel 046 603 6072 and all SCM queries are to be directed to Ms. Z Gxowa 046 603 6022.

Issued by office of the Acting Municipal Manager: Mrs NC. Mazwayi



MRS NC MAZWAYI  
ACTING MUNICIPAL MANAGER