



**MAKANA**  
MUNICIPALITY | EASTERN CAPE  
...a great place to be

**REQUEST FOR QUOTATIONS**  
**QUOTATION NO: 027/2016-17**

Project Name	Contract Number	Points Allocated	Contact Person	Closing Date & Time	Date Advertised
Appointment of a qualified service provider to do infrastructure (immovable) assets verification according to grap17 for 2016/17	027/2016-17	80/20	Refer to Terms of Reference	04 MAY 2017 @ 12H00	24/04/2017

**The following Conditions will apply:**

- Must be registered on the Municipal Suppliers Database and Central Supplier Database (CSD),
- Price must be VAT inclusive (for all registered vendors),
- The Municipality is not obliged to accept the lowest or any quotation,
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy,
- The following compulsory documentation must be submitted with your quote in order to be considered, failing which will lead to disqualification:
  - Submit a valid SARS Tax compliance status **report Issued with a Pin**; failure to submit will result in disqualification.
  - Billing clearance certificate/ lease agreement/ statement of municipal accounts must be attached to and be returned with the tender documents.
  - Copi/ies of the Company registration e.g CK1, CK2, Trust documents, if sole provider provide a certified affidavit.
  - An original certified copy Directors/owners/Partners Identity documents
  - An original certified copy of B-BBEE certificate
  - Completed and signed declaration of interest MBD4, MBD 8 & MBD 9

- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and binded in one document,
- The quotations must be submitted on one Letterhead of your business,
- Please ensure that the returnable documentation is placed in a sealed envelope clearly marked **RFQ 027/2016-17- APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO DO INFRASTRUCTURE (IMMOVABLE) ASSETS VERIFICATION ACCORDING TO GRAP17 FOR 2016/17**
- **THE QUOTATION BOX IS LOCATED UPSTAIRS SITUATED IN THE FINANCE DIRECTORATE, 86 HIGH STREET, GRAHAMSTOWN, (DURING NORMAL OFFICE HOURS).**
- Late quotations will not be accepted. Faxed or emailed quotations will also not be considered
- The evaluation criterion is 80:20.

**NB : BIDDERS WHO ARE IN THE SERVICE OF THE STATE WILL NOT BE CONSIDERED.**

The quotation must be submitted on the letterhead of your business and hand delivered at the Finance Offices, 86 High Street Grahamstown.

For further enquiries contact Z Gxowa phone 046 603 6022 or email [zgxowa@makana.gov.za](mailto:zgxowa@makana.gov.za)

**Closing date: 04 May 2017**

**Closing tome: 12H00**

**THE MINIMUM SPECIFICATIONS ARE DETAILED IN THE TERMS OF REFERENCE DOCUMENT AND ARE AVAILABLE AT MAKANA SCM UNIT AT NO COST TO THE SERVICE PROVIDER:**



M. PLANGA

**ACTING MUNICIPAL MANAGER**