



## 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: Audit Work Paper Management Software**

**RFQ No: MLM/RFQ026/BTO/2017-18**

**Preference Points System: 80/20**

**Date Advertised: 12 March 2018**

**Closing Date & Time: 19 March 2018**

CRITERIA	POINTS
Project Organogram	5
Quality Management System	10
Company experience in Contracts of similar Nature	30
Methodology	45
After sales assistance	10
<b>TOTAL</b>	<b>100</b>

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.
- BBBEE Certificate to be submitted or certified copy
- Certified copy of directors ID's

**Closing Date:** Completed bid documents in sealed envelopes, clearly marked "**MLM/RFQ026/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 **19 March 2018 @ 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 A Ngcauzele, Tel 046 602 4411 and all SCM queries are to be directed to Ms. Z Gxowa 046 603 6022.

Issued by office of the Acting Municipal Manager: Mr T. Pillay

MR TED PILLAY  
ACTING MUNICIPAL MANAGER