



STEVE TSHWETE LOCAL MUNICIPALITY
TENDER NO.: BS02/06/2017
CLOSING DATE: 2017/08/23 AT 12H00

VERIFICATION SERVICE PROVIDER AS AND WHEN REQUIRED FOR THE PERIOD OF 36 MONTHS

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for a verification service provider to verify information, documents and credentials per candidate as and when required for the period of 36 months

Tender documents and specifications are available and can be obtained from Ms. Rose Kallies, Legal & Administration Department, Room B217, Municipal Building, Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050 (Tel: [013] 249-7365, Fax: [013] 243-2550), at a non-refundable deposit of R500,00. Payments can be made through bank guaranteed cheque payable to the Steve Tshwete Local Municipality or cash.

The closing time for receipt of tenders is **12:00hrs on 2017/08/23** Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public.

A Non - compulsory clarification meeting with representatives of the employer will take place at the HR Boardroom, Ground floor, Wanderers Avenue, Municipal Offices, Middelburg on Monday, 2017/08/16 starting at 10H00 AM

Any technical enquiries relating to the tender document may be directed to the Assitant Director: Human Capital Administration, Mrs. Michelle Smit at number 013 249 7197

Fully completed tender documents, clearly marked "**Tender No. BS02/06/2017: Verification service provider as and when required for a period of 36 months**" with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the **tender box** on the **1st floor**, Steve Tshwete Municipality, Civic Centre, Wanderers Avenue, Middelburg, **by no later than 12h00 on 2017/08/23**. The envelope must be endorsed with number, title and closing date as indicated above..

Bidders will be evaluated on functionality whereby 70 points has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respect of price and 10 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

The following documents have to be attached:

- Original certified copy of valid BBEE certificate (non-compulsory, failure to submit no points will be awarded)
- Company registration certificate(CK)
- Original, valid Tax Clearance certificate &Tax compliance status pin issued (Tax status must be tax compliant at closure of bid)
- Copy of current municipal account (not older than 3 months) or lease agreement
- Copy of CSD report. (Central Supplier Database)

S.M MNGUNI
ACTING MUNICIPAL MANAGER
STEVE TSHWETE LOCAL MUNICIPALITY
Municipal Civic Building
Wanderers Avenue
MIDDELBURG
1050