

03 May 2017

**QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.**

**QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "SUPPLY AND DELIVERY OF PERFORMANCE INFORMATION"**

**TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)**

**C/O LOUW AND HF VERWOERD STREET**

**HEIDELBERG**

**1438**

ALL ENQUIRIES REGARDING THE SPECIFICATIONS SHOULD BE REFERRED TO GUGULETHU MNCUBE (016) 492 0031 OR SIBULELO NXATHI (016) 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: CORPORATE SERVICES

CLOSING DATE: 12 MAY 2017 @12H00

## **SUPPLY AND DELIVERY OF PERFORMANCE INFORMATION**

### **SPECIFICATION**

1. Compilation of 2016/17 Quarterly performance reports (6 Departments).
2. Compilation of 2016/17 Mid-year performance report.
3. Compilation of Annual performance report (as per SDBIP).
4. Compilation of annual report.
5. Verification of portfolio of evidence.
6. Coordination of performance appraisals.
7. Preparation of 2017/18 SDBIP & performance contracts for sec.56/57 Managers
8. Skills transfer.

### **Functionality**

1. CV with minimum 5 years' experience in audit of performance information. - 20 points
2. Internal/external audit qualifications. – 20 points
3. Registration with a relevant professional body. - 20 points

4. 5 years' experience in local government. – 20 points
5. 2 reference letters for similar project done – 20 points

A bidder that scores less than 70 % in respect of "Functionality" will be regarded as submitting a non-responsive bid and will not be further evaluated on Price and B-BBEE.

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Tax Pin provided by SARS
- Forms listed below ( Evaluation Criteria)
- Latest municipal account
- CSD Registration report
- Letter of good standing from COIDA

**Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.**

**Evaluation Criteria:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD forms, Clearance Certificate for Water can be downloaded from our website:[www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) and should be scrutinized, completed and submitted together with your quotation.

**NB:** All Bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: [business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not registered on this database.

**ANY BIDDER WHO IS INTERESTED TO ATTEND THE OPENING ARE WELCOME TO DO SO**