

10 AUGUST 2016

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 IN THE TENDER BOX SITUATED AT THE RATES AND TAXES HALL, LESEDI MUNICIPAL OFFICES, 1 H.F. VERWOERD STREET, HEIDELBERG, ON OR BEFORE 19 AUGUST 2016 AT 12H00. ENVELOPES MUST BE CLEARLY MARKED **"Asset Verification at all (9) functional Libraries in Lesedi in terms of GRAP 17"**

DEPARTMENT: COMMUNITY SERVICES

DATE: 10 AUGUST 2016

ITEM DESCRIPTION:

As required by Directive 5, issued by the Accounting Standards Board (ASB) to Standards of Generally Accepted Accounting Practices (GRAP), local government must account for property, plant and equipment (PPE) in terms of GRAP 17. This has an impact on libraries since library material meet the definition and recognition criteria of tangible assets in terms of GRAP17.

Requirements (Scope) (135 000 Items)

- Determine if entity controls the Library Material
- Classification of Library Material as Heritage Assets or Property, Plant & Equipment
- Physical verification of books
- Condition assessment (books & plant)
- Valuation of Library Material
- Determine the acquisition date
- Allocation of economic /useful life of book
- Compare actual stock with library catalogue, then with Council Asset Register
- Report of missing books
- Report of current and comparative movement (additions & disposals) Depreciation

Pricing

Item	Description	Total amount
GRAP compliance Asset Verification	Per 135 000 items	R
Project cost		R.....
Data Capturing		R.....
Symphony Inventory Process		R
Consolidation of Data, Data Manipulation and Calculation		R.....
Sub-Total		R.....
Project Management fee		
Project Management		R.....
Sub-Total		R.....
Total		
Once-Off Capital Costs		R.....
Project Management Fee		R.....
Travel and Subsistence		R.....
Total Excl. VAT		R
VAT		R
Total Incl. VAT		R.....

Name of Company: _____ Fax: _____

Telephone: _____ Date: _____

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

- Original tax clearance certificate
- Forms listed below (Evaluation Criteria)
- Latest municipal account / Clearance Certificate for Water and Lights

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 2, MBD4, MBD 6.1 MBD 8 MBD 9 and the Clearance Certificate for Water & lights can be downloaded from our website on the following link: www.lesedilm.gov.za/key/scm MBD forms should be scrutinized, completed and submitted together with your quotation. All objectives and complains must be lodge within 14 days and in writing to the municipal manager's office

NB: Bidders who are not registered on the Lesedi Local Municipality's database for the year 2016 should make sure that they fill in the application form and submit it as part of their bids. Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points. All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: business.support@csd.gov.za. No business will be conducted with any person who is not registered on this database.



Isaac Rampedi
Acting Municipal Manager

Date:

