

# SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

11 JUNE 2020

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 "Asset Verification at all (10) functional Libraries in Lesedi in terms of GRAP 17" INTO THE QUOTATION BAX ON OR BEFORE 18 JUNE 2020 @12H00

TO THE QUOTATION BOX SITUATED AT:  
SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFCES)  
C/O DU PREEZ AND HF VERWOERD STREET  
HEIDELBERG  
1441

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR MPHO MOFOKENG@016 492 0050 AND MS SIBULELO MOKOENA @ 016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: COMMUNITY SERVICES

CLOSING DATE: 18 JUNE @12H00

## SPECIFICATIONS:

### 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) (155 000 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)
- List assets for disposal (Old and damaged beyond repair)
- 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

# SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

**NB. A list as well as the value, titles and bar codes of all weeded and damaged books must be submitted on a separate spreadsheet per library. Such books/material must also be removed from the shelves and be placed separately for ease of disposal by the Municipality.**

**NB. No payment will be done if all assets were not verified as requested. All assets, if moved, must be placed back at the area/box or room removed from. Assets must be reflected per library and afterwards the collective values.**

# SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

## Pricing

| Item   | Description       | Total amount   |
|--|-------------------|----------------|
| GRAP compliance Asset Verification                       | Per 155 000 items | R .....        |
| Project cost   |                   | R.....         |
| Data Capturing   |                   | R.....         |
| Symphony Inventory Process                               |                   | R .....        |
| Consolidation of Data, Data Manipulation and Calculation |                   | R.....         |
| <b>Sub-Total</b>   |                   | <b>R.....</b>  |
| <b>Project Management fee</b>                            |                   |                |
| Project Management                                       |                   | R.....         |
| <b>Sub-Total</b>   |                   | <b>R.....</b>  |
| <b>Total</b>   |                   |                |
| <b>Once-Off Capital Costs</b>                            |                   | R.....         |
| <b>Project Management Fee</b>                            |                   | R.....         |
| <b>Travel and Subsistence</b>                            |                   | R.....         |
| <b>Total Excl. VAT</b>                                   |                   | <b>R .....</b> |
| <b>VAT</b>   |                   | <b>R .....</b> |
| <b>Total Incl. VAT</b>                                   |                   | <b>R.....</b>  |

| Designated Group: An EME or QSE which is last 51% owned by:       | EME | QSE |
|---|-----|-----|
| Black people  |     |     |
| Black people who are youth  |     |     |
| Black people who are women  |     |     |
| Black people with disabilities                                    |     |     |
| Black people living in rural or underdeveloped areas or townships |     |     |
| Cooperative owned by black people                                 |     |     |
| Black people who are military veterans                            |     |     |

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:

- Forms listed below (MBD1, MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9)
- Latest municipal account
- CSD Registration report



# SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

**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 MBD1, MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and Clearance for water and lights forms are obtain at no cost from Ms Sibulelo Nxathi (016)492 0202 @ Procurement office should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal's manager's office.

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

**NB: ANY BIDDERS WHO ARE INTERESTED TO ATTEND THE OPENING ARE WELCOME TO DO SO.**

---

**MR S'BUSISO DLAMINI  
ACTING MUNICIPAL MANAGER**