

17 APRIL 2019

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 “**RFQ03: ASSET VERIFICATION AT ALL (9) FUNCTIONAL LIBRARIES IN LESEDI IN TERMS OF GRAP 17**” 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 MR CORRIE VERSTER @016 492 0046. ENQUIRIES REGARDING THE BIDDING PROCEDURE SHOULD BE DIRECTED TO MS. SIBULELO NXATHI@016 492 0202.

DEPARTMENT: COMMUNITY SERVICES

CLOSING DATE: 03 MAY 2019@12h00

REF NO: RFQ03

SPECIFICATIONS: ASSET VERIFICATION AT ALL (9) FUNCTIONAL LIBRARIES IN LESEDI IN TERMS OF GRAP 17

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. 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.

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..... |
| 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..... |

Bidders are required to submit a formal quote on official company document

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/Pin Provided by SARS
- MBD Forms listed below (Evaluation Criteria)
- Latest municipal account
- CSD Registration report



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 1, 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 objections and complaints must be lodged within 14 days and in writing to the municipal manager's office.

| 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 | | |

Bidders who did not submit an original or certified copy of their BBBEE Certificate will not be allocated preference points and will only be evaluated on price.

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. No business will be conducted with any person who is not registered on this database.

ANY BIDDER WHO IS INTERESTED IN ATTENDING THE OPENING IS WELCOME TO DO SO