

26 MARCH 2018

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 (11) Functional Libraries in Lesedi in terms of GRAP 17**” TO THE QUOTATION BOX SITUATED AT

SUPPLY CHAIN MANAGEMENT OFFICES (LESEDI OFFICES)

C/O DU PREEZ AND HF VERWOERD STREET

HEIDELBERG

1438

ON OR BEFORE, 05 APRIL 2018 @ 12H00. ALL ENQUIRIES REGARDING THE BIDDING PROCEDURE SHOULD BE REFERRED TO MS SIBULELO NXATHI @016 492 0202.

DEPARTMENT: COMMUNITY SERVICES

CLOSING DATE: 05 APRIL 2018 @12h00

SPECIFICATIONS: Asset Verification at all (11) 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) (150 000 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

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.



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

Pricing

Item	Description	Total amount
GRAP compliance Asset Verification	Per 145 000 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.....

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

- Copy of tax clearance certificate/Pin Provided by Sars
- Forms listed below (Evaluation Criteria)
- Latest municipal account / Clearance Certificate for Water and Lights



SUPPLY CHAIN MANAGEMENT UNIT

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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, 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 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.

Paul Mpele
Municipal Manager

Date: