



# MAPHUMULO LOCAL MUNICIPALITY

## INVITATION TO BID

### COMPILATION OF FIXED ASSETS REGISTER

**BID NO: KZN294/FINAR/BTO/2020**

Maphumulo Local Municipality invites proposals from qualified and experienced service providers for the Compilation of GRAP and MSCOA Compliant Fixed Assets Register for the period of **three (3) years**. The register will be used in the compilation of Annual Financial Statement for each financial year. The full detailed specification will be available on tender document.

A non-refundable fee of **R500.00** will be charged for each tender document and payment must be deposited into **ABSA Account No: 4056102866**. **No tender document will be issued without proof of payment**. A compulsory briefing meeting with the representatives of the Municipality will take place at **Municipal Council Chamber on 31 July 2020 starting at 10h00**. Failure to attend the compulsory meeting will result in immediate disqualification of the bidder. The tender document will be available on the briefing meeting.

Completed tender documents must be in a sealed envelope clearly marked **"FIXED ASSETS REGISTER"**, and must be placed in a tender box at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo by no later than 12h00 on Thursday, 27 August 2020**. Tender documents will be opened in public. Late, Telegraphic, faxed or posted tenders **WILL NOT** be accepted. All compulsory returnable documents are indicated in the tender documents.

**If any of the below compulsory returnable document are not submitted, a bidder will be deemed non-responsive and be disqualified from the evaluation process:**

- Printed copy of Tax Clearance PIN for further verification
- Certified ID(s) copies of company director(s) not older than 3 months
- Certified Proof of company registration not older than 3 months
- Proof of payment for tender document
- Company Municipal rates, electricity or water account not older than 3 Months, proof of Residential lease or rental or SWORN Affidavit if the business operates at a place of residence
- Completed and signed Municipal Bidding Document attached in the tender document
- Registered with Central Supplier Database (CSD).

**Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53.**

**Stage 1: Assessment of Functionality.** Only service providers who will achieve a minimum of 60% of the total available points will qualify for stage two of the Evaluations. The points for stage one will be allocated as follows:

<b>FUNCTIONALITY</b>	<b>POINTS</b>
Proven track record	30
Project team/CVs and Qualification	30
Methodology	15
Presentation of financial statements	25
<b>TOTAL</b>	<b>100</b>

**Stage 2:** The **80/20** Preferential Point System will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE Certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

**All Technical enquiries relating to this tender must be directed to:** Mr S. Biyela, on tel. (032) 481 4500 or e-mailed to: [Siphamandla.biyela@maphumulo.gov.za](mailto:Siphamandla.biyela@maphumulo.gov.za) **and SCM related enquiries must be directed to:** Mr Velani Dube, on tel. (032) 481 4500 during office hours (07h30 - 16h00) weekdays.

*The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of **90 days** after closing.*

**Mr P.N. MHLONGO: MUNICIPAL MANAGER**