

# SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT 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 *“RENDERING OF LEGAL ADVISORY SERVICES AND SUPPORT TO LESEDI LOCAL MUNICIPALITY ON “AS AND WHEN REQUIRED BASIS” FOR A PERIOD OF 36 MONTHS.*

TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)

C/O LOUW AND HF VERWORD STREET

HEIDELBERG

1438

ON OR BEFORE THE 05TH OF MARCH 2014@12HOO.ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR KHONGI MOLOHLANYE @ TEL 016 340 4474 OR SIBULELO NXATHI @ 016 340 4538 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: HUMAN RESOURCES

DATE: 19 FEBRUARY 2014

SPECIFICATIONS: *“RENDERING OF LEGAL AND FORENSIC INVESTIGATION SERVICES AND ADVISORY SERVICES AND SUPPORT TO LESEDI LOCAL MUNICIPALITY ON “AS AND WHEN REQUIRED BASIS” FOR A PERIOD OF 36 MONTHS.*

## MINIMUM REQUIREMENTS

- Original valid Tax Clearance Certificate
- Forms listed below (MBD 2,MBD4,MBD6.1,MBD8,MBD9 & Clearance Certificate for Water and Lights)
- Latest Municipal Account
- Original /Certified copy of B-BBEE Certificate
- Certified copy of letter of good standing in respect of Workman’s compensation (COIDA)
- Copy of company profile
- Proof of registration with the relevant law society and fidelity fund and /the Association of Certified Fraud Examination.
- ID documents of the key personnel within the firm
- Certificate of incorporation
- Details and contacts of the firms or companies auditor (s)
- Proof from the bank that the firm’s or company bank account is active.

**NB: The above-mentioned information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified.**

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Office of the Chief Financial Officer

Name of Company: \_\_\_\_\_

Telephone No : \_\_\_\_\_ Fax No: \_\_\_\_\_

**Evaluation Criteria:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9 and Clearance Certificate For Water and Lights forms can be downloaded from our website: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) and should be scrutinized, completed and submitted together with your quotation.

**NB: Bidders who are not registered on the Lesedi Local Municipality's database for the year 2014 should make sure that they fill in the application form and submit it as part of their bids in a separate envelope.**

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KHONGI MOLOHLANYE

EXECUTIVE MANAGER: CORPORATE SERVICES