

NALA LOCAL MUNICIPALITY



REQUEST FOR FORMAL PRICE QUOTATION

ACCREDITED SERVICE PROVIDER FOR VETTING TO SUBMIT FORMAL REQUEST FOR PROPOSAL.

QUANTITY	DESCRIPTION
7	Verification of Identity Document – Citizenship for listed candidates
7	Qualification verification of shortlisted candidates
7	Fraud checks for shortlisted candidates.
7	Reference checks for shortlisted candidates
7	Criminal-finger print check for shortlisted candidates
7	Verification of disciplinary records for shortlisted candidates.
	Compilation of excel spreadsheet and analysis of short list against the advert.
	Compilation and submission of report

The quotation must be submitted on the letterhead of your business in a sealed envelope and can be **DELIVERED** by post or by hand to the address stated below, not later than **11 NOVEMBER 2022 @12H00**


Further note the following:

1. Council will apply its Supply Chain Management Policy and the code of conduct to select a suitable bidder.
2. Preferably, bidders should be registered on the Nala Local Municipality's service provider database.
3. Price(s) quoted must be valid for at least thirty (30) days from the date of your offer.
4. Evaluation criteria of 80/20 preference point will be applicable. (Price 80 and BBBEE status 20) as prescribed in the Preferential Procurement Policy Framework Act (5 of 2000).
5. Failure to attach all the required documents will lead to disqualification.
6. All persons in the service of the state are not allowed to bid

RETURNABLE DOCUMENTS:

- ORIGINAL VALID TAX CLEARANCE CERTIFICATE
- COMPANY REGISTRATION CERTIFICATE (CIPRO CERTIFICATE)
- RECENT COMPANY MUNICIPAL ACCOUNT – RATES & TAXES (IF COMPANY REGISTERED ADDRESS DIFFERS FROM THE ONE ON MUNICIPAL ACCOUNT AFFIDAVID MUST BE ATTACHED)
- BBB-EE STATUS LEVEL CERTIFICATE (MUST BE VALID)
- DECLARATION OF INTEREST (MBD4)
- CERTIFIED ID COPIES OF DIRECTORS/OWNERS (NOT LESS THAN 3 MONTHS).
- ATTACH PROOF OF REGISTRATION WITH CENTRALISED SUPPLIERS DATABASE (CURRENT CSD REPORT AS PER ADVERT DATE)

Address: Nala Local Municipality, Private x 15, Bothaville, 9660. Email Address: mmalete@nala.org.za
All enquiries to be directed to M Maletle (Acting Supply Chain Manager) 056 514 9200

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Mr S.J. Lehloenya
(Municipal Manager)
Nala Local Municipality