



Date of advert: **03 July 2018**

**NQUTHU MUNICIPALITY  
UMASIPALA WASE NQUTHU**

**QUOTATION NUMBER: SCM/001/18-19**

Dear Sir / Madam

**REQUEST FOR WRITTEN PRICE QUOTATIONS**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business quoting the abovementioned quotation number not later than **Tuesday, 10 July 2018 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR faxed to: 034 271 6148** for the attention of the SCM Office.

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The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must complete MBD4 (**Declaration of Interest**) form obtainable from the municipal SCM office and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database.
- Quotations between **R30 000** and **R200 000** will be evaluated using **80/20** preferential system.

**NB: No quotations will be considered from persons in the service of the state!**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**Tel: 034 271 6108 / 25**  
**[sszulu@nquthu.gov.za](mailto:sszulu@nquthu.gov.za)**

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	<p><b>OBJECTIVE</b> To determine the actuarial valuation of post-employment health care benefits and long service awards as at 30 JUNE 2018.</p> <p><b>SCOPE OF WORK</b></p> <ul style="list-style-type: none"> <li>• To perform an actuarial valuation of the liability in respect of post-employment health care benefits to employees and retirees of Nquthu municipality in terms of GRAP25 for the 2017/2018 financial year.</li> <li>• To perform the actuarial valuation of the liability in respect of entitlement of employees to long service awards in terms of GRAP25 for the 2017/2018 financial year.</li> <li>• Provide the relevant journal entries to be effected as well as disclosure notes to the recognition and presentation on the AFS plus comparative figures where applicable.</li> <li>• Data such as the of staff will be provided upon request.</li> </ul> <p><b>REQUIRED EXPERTIES</b> The Bidder must demonstrate and submit proof of the knowledge and expertise of</p> <ul style="list-style-type: none"> <li>• Actuarial Valuations</li> <li>• Post-employment health care benefits</li> <li>• Long services awards</li> <li>• Previous/current projects related to the scope of work i.e. Actuarial valuation of post-employment health care benefits and long service awards.</li> </ul>	
	<p><b><u>MANDATORY REQUIREMENTS:</u></b></p> <ul style="list-style-type: none"> <li>• A valid original Tax Clearance Certificate or compliance clearance Pin must be submitted.</li> <li>• <b>Schedule of previous similar works (relevant experience)</b> <b>Provide minimum of 03 traceable experience</b></li> <li>• Certified copy of B-BBEE certificate</li> <li>• Certified ID copies of members</li> <li>• Company registration certificate.</li> <li>• MBD 4 Declaration of interest</li> <li>• Proof of payment for municipal services (rates or rentals)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Proof of CSD registration</li> </ul> <p><b>NB: Failure to submit relevant mandatory requirements may forfeit chances of being awarded.</b></p>	

**DELIVERY ADDRESS:**

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i \* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.