



Date of advert: **10 November 2020**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/327/20-21

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 **MONDAY, 16 NOVEMBER 2020 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.

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**) and MBD6.2 (**Local content and production**) obtainable from the municipal SCM office and submit it with their quotations.
- 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 6165

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	<p>PROJECTS: STRATEGIC MANAGEMENT SUPPORT TOWARDS AN IMPROVED MUNICIPAL POLICY ENVIRONMENT</p> <p>PURPOSE To secure the services of a service provider to undertake short term critical steps to support the policy environment within the municipality, with a view to achieving stable internal governance within the Rule of Law</p> <p>TERMS OF REFERENCE</p> <ul style="list-style-type: none"> (a) Assess and review the Municipal Standing and Orders, draft appropriate amendments. Including Rules and Orders to accommodate Virtual meeting and submit for consideration. (b) Provide strategic support to the speaker in the application and implementation of the Standing Rules and Orders adopted by the municipality and where necessary, application of the Code of Conduct for Councillors (c) Provide the services of a Legal Consultant to Research and support the Speaker and the Acting Municipal Manager in the resolution of the current litigation involving the Nquthu Municipality, including attending and supporting the Legal Counsel engaged by the Nquthu Municipality (d) Research and draft a Cost Containment policy for consideration and adoption by the Municipal Council (e) Research and draft a Travelling and Subsistence policy for Councillors and Officials for consideration and adoption by the Municipal Council. (f) Assess the written documents contemplated in Section 53 of the Municipal System Act, which specifies the Roles and the Responsibilities of the Council Structures, Political Office-Bearers and the Municipality Manager with other senior managers, review the content thereof and update for consideration and adoption by Municipal Council. (g) Provide strategic management support to the Speaker, Mayor, Municipal Manager and other municipal stakeholders. 	

	<p><u>MANDATORY REQUIREMENTS:</u></p> <ul style="list-style-type: none"> • A valid original Tax Clearance Certificate or compliance clearance Pin must be submitted. • Schedule of previous similar works (relevant experience) <ul style="list-style-type: none"> Provide traceable experiences • Certified copy of B-BBEE certificate • Certified ID copy • Academic certificates • Company registration certificate. • MBD 4 Declaration of interest • Proof of payment for municipal services (rates or rentals) • Proof of CSD registration <p>NB: Failure to submit relevant mandatory requirements may forfeit chances of being awarded.</p>	

DELIVERY ADDRESS:

NQUTHU MUNICIPALITY

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.