



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969
Tel: (035) 5721292 5721266

Circle Street, Bottom Town, Jozini
Email: municipalmanager@jozini.org.za Fax: (035)

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.

ADVERTISEMENT DATE	14 JUNE 2016
DEPARTMENT	Supply Chain Management
REQUEST FOR QUOTATION NUMBER	RFQ011/06/16
REQUEST FOR QUOTATION VALIDITY PERIOD	30 DAYS (COMMENCING FROM THE RFQ CLOSING DATE)
DESCRIPTION OF GOODS/SERVICES	Development of Indigent Register Phase 1 "RFQ011/06/16"
DOCUMENTS ARE OBTAINABLE AT NO COST FROM :	Jozini Municipality SCM Unit or can be emailed on request
SUBMISSION OF QUOTATIONS	Bid Box Jozini Municipality reception Circle Street, Bottom Town, Jozini, 3969 or emailed to sduma@jozini.org.za / nnkambule@jozini.org.za
CLOSING DATE & TIME	22 June 2016 @ 12h00
SITE MEETING	N/A
ENQUIRIES (Name and Tel number)	Mr Sanele Duma 035-572 1292
Service Provider/s that are currently not on JLM's accredited or preferred database can obtain application forms from our website or collect from our reception. For more information on Tenders and Quotations visit our website www.jozini.org.za under notices.	

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED " REQUEST FOR QUOTATIONS FOR THE DEVELOPMENT OF INDIGENT REGISTER PHASE 1 "RFQ011/06/16"

SPECIAL CONDITION/S

- Accepted RFQ's will be communicated by way of an official order. Accordingly, no goods, work or service must be prepared or delivered before an official order is received by the respondent
- All service providers must submit their BBBEE Verification Certificate from Verification Agency accredited by South African Accredited System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Directors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) in order to claim preference points.
- In case of emailed RFQ's original Tax Clearance Certificate will be requested from the preferred service provider before the final award.

Evaluation Criteria : 80/20 Preferential points system as presented in the preferential procurement regulations 2011, for this purpose MBD2, MBD4 and MBD6.1 must be completed and submitted with your quotation. Failure in submitting these documents will result in a quotation being disqualified



MR M. SOMANA
ACTING MUNICIPAL MANAGER

TERMS OF REFERENCE	
PROJECT TITLE	DEVELOPMENT OF INDIGENT REGISTER PHASE 1

1 INTRODUCTION

Indigent are defined as those people, due to a number of factors, who are unable to make monetary contributions towards basic services, no matter how small the amounts seem to be. Any household earning less than the amount stated by the Financial and Fiscal Commission from time to time qualifies to be registered as indigent. Typical examples are pensioners, students, the unemployed, disabled persons, single parents, etc. Jozini Municipality wants to embark on a process of implementing their Indigent Policy in the area under its jurisdiction. The department has decided to do a few targeted wards at the moment as a test of the system and if all goes well the process will be rolled out to the whole area falling within the its area of jurisdiction. The main purpose of this document, pursuant to the department and do an analysis of the quantity, gender, type, age, etc.

2 LEGISLATIVE FRAMEWORK

The Constitution of the republic of South Africa 1996, the Municipal Systems act 2000, the Municipal Finance Management Act 2003 and Property Rates Act 2004

3 SCOPE OF WORK

- Conducting house to house interviews to identify indigent households;
- Recording of all the information gathered on the specific system;
- Implementation of the municipal Indigent policy in three selected wards within one month period;
- Develop the effective, efficient and transparent intervention process ;
- Appoint relevant team members to conduct the exercise;
- Preparation of data collecting forms;
- Proper project governance;
- Selection of project team;
- Training of data collectors;
- Collection and analysis of data;

ADDITIONAL INFORMATION REQUIRED

- Proven track record and contactable references
- Must provide us with a detailed company profile and client references
- CV's of key personnel detailing experience on similar projects
- Detailed pricing schedule Incl. Vat
- Valid Tax Clearance Certificate
- Valid BBBEE Certificate
- Proof of Payment of Municipal Rates
- Detailed proposed methodology and approach
- Proposed work programme
- Provide detailed description of your understanding of the scope of work required

Only service providers that will meet the above requirements will be evaluated further on 80/20 preferential point system.