

MALUTI-A-PHOFUNG MUNICIPALITY



NOTICE NUMBER: 71/2011

BID NO. SCM/BID20/2011/12

REQUEST FOR PROPOSAL: COMPILATION OF ANNUAL REPORT FOR PERIOD OF 3 YEARS

Maluti-a-Phofung Municipality hereby invite proposals from prospective bidders for compilation of annual report for the period 3 years.

Requirements:

- Original valid company tax clearance certificate must be attached.
- Certified copy of company registration certificate (**certified by SAPS**) reflecting active members (Except for sole traders and partnerships) must be attached.
- All supplementary forms including municipal rates and taxes clearance certificate form contained in the bid documents must be completed in full or (submit a proof that the municipal rates and taxes are not in arrears for more than three months).
- Copy of company profile and proposal must be attached.
- Sealed Bids should clearly indicate **proposal for compilation of annual report for period of 3 years - Bid number: SCM/BID20/2011/12**

Closing date:

25th of November 2011 at 14h00 pm

Bid Box:

Bid Box No. "A"
Maluti-a-Phofung Municipality
Setsing Business Centre
C/O Moremoholo & Motlounge streets
Phuthaditjhaba

Supply chain enquiries

(058) 718 3869/1130

Technical Enquiries:

Mr T.J. Ramulondi
(058) 718 3709

Please note:

1. **No bids will be accepted from persons in the service of the state.**
2. Bid documents will be obtainable as from **Friday the 04th of November 2011** after **10h00 am** from the cashiers point, Phuthaditjhaba offices upon payment of a **R 200.00** non-refundable fee (cash or bank guaranteed in favour of Maluti-a-Phofung Municipality).
3. No telegraphics, telefaxes and late Bids will be accepted.
4. Municipality is not bound to accept the lowest Bid, as part of any Bid.
5. Municipal Supply chain management policy and Preferential Procurement Policy Framework Act No 5 of 2000 (90/10 preferential points allocation system) will be applied.
6. Only one submission for this bid will be considered from the bidder.
7. Failure to comply with the above mentioned conditions may invalidate your bid.
8. Should you not receive any correspondence from us within 90 days from closing date of tender regard your bid as unsuccessful.
9. Communication will be limited to the successful bidder.

MR. R.S KAU
MUNICIPAL MANAGER