

# Dannhauser Municipality KZN 254

8 Church Street  
Private Bag X1011  
DANNHAUSER  
3080



Telephone: 034 621 2666  
Facsimile : 034 621 2342

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**Date of Advert: 01/02/2022**

**Quotation Number: RFQ/1011**

**Description: COMPILATION OF WORKPLACE SKILLS PLAN AND EMPLOYMENT EQUITY PLAN**

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

The quotation must be submitted on the letter head of your business no later than, **14 FEBRUARY 2022 at 12H00.**

Quotations are to be submitted in a sealed envelope; clearly marked "**Quotation number & Description**" must be deposited in the tender box situated at the reception area of Dannhauser Municipality offices, **8 church street**, Dannhauser 3080

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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 include their certified BBBEE certificate copy (MBD 6.1).
- Bidders must include both original Tax Compliance Certificate(SARS Pin).
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation. ( MBD forms are available from SCM office & from the website [www.dannhauser.gov.za](http://www.dannhauser.gov.za) under Budget then scm forms)
- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- The successful provider will be the one scoring the highest points.
- Preference will first be made to local service providers.
- Bidders are required to submit their most recent municipal accounts for their business location or their personal residence account i.e. rates/refuse or Proof of residence for those who reside in rural areas.
- Bidders must fill in the RFQ register stating the date and time of when they submitted their RFQs, available at the tender box.
- Bidders must be registered on The Dannhauser Municipality Suppliers database, forms are available from the website [www.dannhauser.gov.za](http://www.dannhauser.gov.za) & from reception.
- Dannhauser Municipality does not bind itself to accept the lowest, or any quote.
- The Municipality reserves the right to withdraw any invitation to quotations/proposal and/or to re-advertise or to reject any quotations/proposal or to accept a part of it.
- The municipality reserves the right to appoint a portion or split the service to a service provider.
- The Municipality does not bind itself to accepting the lowest quotations/proposal or award a contract to the bidder scoring the highest number of points.

NB: No quotations will be considered from persons in the service of the state<sup>i</sup>

**Failure to comply with these conditions may invalidate your offer.**

## SCHEDULE

**DESCRIPTION: QUOTATIONS FROM SUITABLE AND QUALIFIED SERVICE PROVIDERS AS PER BELOW SCHEDULE:**

### **COMPILATION OF WORKPLACE SKILLS PLAN AND EMPLOYMENT EQUITY PLAN**

**The WSP should be compiled on or before 30 April 2022**

- **Consultation with employees and all stakeholders**
- **Presentation to Council and Corporate Services Portfolio Committee**
- **Submission to LGSETA**
  
- **Service provider must have relevant experience with similar supplies (must attach at least 3 reference letters)**

### **DELIVERY ADDRESS:**

08 church Street, Dannhauser Municipality, for more info please contact **Mrs Sharda Narothum** on **034 621 2666/ ext 703** between 07H30 and 16H00 with lunch interval of 13H00 to 13H30.

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<sup>i</sup> \* 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) 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.